



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE GENERAL COUNSEL

August 29, 2019

By Electronic Mail Only

Elizabeth France
American Oversight
1030 15th Street, NW, B255
Washington, DC 20005
beth.france@americanoversight.org

Re: *American Oversight v. U.S. Department of Education* – August 2019 Production
Civil Action No.: 1:17-cv-01247
FOIA Request No.: 17-01479-F

Dear Ms. France:

Attached you will find the August 2019 production of records responsive to the above-captioned FOIA litigation. Specifically, the attached two (2) PDFs contain the remaining Goad calendars (385 pages after manually removing all duplicates); and the first set of Toner calendars (134 pages after removing duplicates).

If you have any questions regarding this production, I can be reached at (202) 401-0409 or at Lydia.Makande@ed.gov.

Sincerely,

Lydia T. Makande
General Attorney

Enclosure: as stated (519 pages)

cc: AUSA John Truong (John.Truong@usdoj.gov)

400 MARYLAND AVE. S.W., WASHINGTON, DC 20202-1100
www.ed.gov

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

From:

Sent: Tuesday, June 12, 2018 11:32 AM

To: Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Chism, Monique; Kelly, Patrick; Lee, Ebony; Menashi, Steven

Cc: Venable, Joshua

Davis, Martha

Subject: Policy Committee Meeting
Location: Secretary's Conference Room (OS Managed)

Start: Thursday, May 04, 2017 11:00 AM
End: Thursday, May 04, 2017 12:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 11:00 AM to 12:30 PM

Meeting Status: Not yet responded

Organizer: Davis, Martha
Required Attendees: Lee, Ebony; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Chism, Monique; Kelly, Patrick; Menashi, Steven; Richey, Kimberly
Optional Attendees: Venable, Joshua

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30 Minutes – Policy Decisions
30 Minutes (if needed) – Fire Drills (last minute, unexpected issues that are time sensitive)

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Cc: Venable, Joshua
Attachments: 5-4-2017 Policy Committee Meeting Agenda.pdf

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See attached agenda



BRIEFING MEMO

Thursday, May 4, 2017

11:00 a.m. – 12:30 p.m. (EDT)

For deliberative purposes only

- Reauthorization of the Carl D. Perkins Career and Technical Education Act – Presented by Kim Ford

(b)(5)

- OSEP Memo: Visual Impairments Eligibility Determinations – Presented by Ruth Ryder

(b)(5)

- Freedom Prep Update – Presented by Phil Rosenfelt

(b)(5)

- OS, ODS, OGC, OUS, OLSE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

- Nancy Deutsch
- Lisa Pagano

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

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CSP, CMO Program

To: Phil Rosenfelt; Joe Conaty
From: CSP, in consultation with OGC
Re: Freedom Prep Decision Memo

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Cc: Venable, Joshua; Sinclair, Francine; Sackett, Chase; Terpak, Kelly; Grimes-Miller, Cathy; Koepfel, Dennis; Huh, Stefan
Attachments: UPDATED 5-18-2017 Policy Committee DRAFT.pdf

It's the official return of the policy committee! These meetings will occur bi-weekly on Thursday for up to 90 minutes. Please do not forward this invitation. If you are unable to attend and would like to nominate a surrogate, please email Ebony directly.

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Please see the updated agenda.



BRIEFING MEMO

Thursday, May 18, 2017

11:00 a.m. – 12:30 p.m. (EDT)

For deliberative purposes only

- Maximizing the Return on All Investments – Presented by Jason Botel

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- Freedom Prep Update – Presented by Phil Rosenfelt

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- Edgar Revisions – Presented by Jenn Bell-Ellwanger

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- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

- Kelly Terpak
- Chase Sackett
- Chase Sackett

ATTACHMENTS FOR EVIDENCE BASE FOR GRANTS

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Department of Education

Briefing Paper

POC: Office of Innovation and Improvement

Title of the Initiative: Implementing evidence-based grantmaking

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Point of Contact:

Name: Margo Anderson (with OPEPD support)

Number: 202-205-3010

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	Development	Validation	Scale-Up
<i>Studies reviewed</i>			
Number that meet standards	16	10	7
Meets standards without reservations	6	5	4
Meets standards with reservations	10	5	3
Number that do not meet standards	4	1	3
Number ineligible for review	7	0	0
<i>Total i3 studies by competition</i>	<i>27</i>	<i>11</i>	<i>10</i>

ATTACHMENT FOR FREEDOM PREP UPDATE

Charter Schools Program (CSP) – Grants for Replication and Expansion of High-Quality Charter Schools
Freedom Prep's Application for Fiscal Year 2016

Subject: Freedom Prep Decision Memo

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ATTACHMENT FOR EDGAR REVISIONS

Update: EDGAR Evidence Revisions
May 10, 2017

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Cc: Venable, Joshua; Dirrigl, Mary Louise; Disario, Rachel; Simpson, Daniel; Cordes, Bill
Attachments: 6.1.2017 Policy Committee Agenda- DRAFT.pdf

Agenda is attached.



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See you all Thursday!



BRIEFING MEMO

Thursday, June 1, 2017

11:00 a.m. – 12:30 p.m. (EDT)

For deliberative purposes only

- Updated Documents for Secretary's Priorities – Presented by Michael Brickman

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- Year-Round Pell – Presented by Kathleen Smith

(b)(5)

- FY2018-22 Strategic Plan framework - Presented by Erin McHugh

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- Title IV Change – Presented by Jason Botel

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- Communication to the public on the *Endrew F* Supreme Court decision Presented by Ruth Ryder

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- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF
- Carney McCullough
- Erin McHugh
- Mary Louise Dirrigl
- Laura Duos
- Jessica Ramakis
- Hilary Malawer
- Michael Brickman
- Rachel Disario

UPDATED DOCUMENTS FOR SECRETARY'S PRIORITIES ATTACHMENTS

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YEAR ROUND PELL ATTACHMENT

GEN-17-xx

Subject: Implementation of Year-Round Pell Grants

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FY2018-22 STRATEGIC PLAN FRAMEWORK ATTACHMENT

**Government Performance and Results Act Modernization Act of 2010 (GPRAMA)
Development of the FY2018-22 Strategic Plan**

DISCUSSION: The purpose of today's discussion is to invite your questions and feedback on the enclosed draft FY2018-22 Strategic Plan Framework. If you have any additional or written feedback you would like to share following today's discussion, please e-mail GPRAMA@eopos.dhs.gov by June 8.

BACKGROUND: The GPRAMA requires agencies to establish a strategic plan³⁵ that presents the long-term goals that the agency plans to accomplish during each new term of an Administration and that agency leaders meet quarterly to review the management of and progress against those objectives. GPRAMA also requires agencies to publish an Annual Performance Report (APR) and Annual Performance Plan (APP) (past reports available online at <https://www.dhs.gov/gprama>).

Characteristics of a Strategic Plan:

- The Strategic Plan aligns with the agency mission and provides long-term goals, strategies planned to achieve those goals, and the approaches the agency will use to monitor its progress.
- The Strategic Plan should provide the context for decisions about performance goals, priorities, strategic human capital planning and budget planning.
- The Strategic Plan provides the framework for enterprise performance management and data-driven decision making; it also is the basis for the Department's performance reporting to OMB, which includes quarterly and annual requirements.
- During the development of the strategic plan, agencies also identify Agency Priority Goals (APGs), which are goals for accomplished results within approximately 24 months.

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TITLE IV CHANGE ATTACHMENT

Recommendation for Interpretation of Ratable Reduction Requirement in Title IV, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act

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ENDREW F SUPREME COURT ATTACHMENTS

Background: On March 22, 2017 the Supreme Court issued a unanimous opinion in *Endrew F. v. Douglas County School District Re-1*, 137 S.Ct. 988. (b)(5)

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Cc: Venable, Joshua; Cohen-Boyer, Gillian; Doolittle, Charles; Tschantz, Jennifer
Attachments: UPDATED 6.15.2017 Policy Committee Agenda- DRAFT.pdf

Please see the UPDATED attached agenda



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See you all Thursday!



BRIEFING MEMO

Thursday, June 15, 2017

11:00 a.m. – 12:30 p.m. (EDT)

For deliberative purposes only

- * Day for Success – Presented by Jenn Bell-Hwanger

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- * Educator Strategy – Presented by Jessica Ramakis

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- * Title IV Part A – Presented by Merique G. Nism

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- * US EDS, OGC, OUS, OES, OLC, OIL, OSERS, OPI, OPIPO, OCTA, CTAF

- * David Esquith
- * Jessica Ramakis
- * Charles Doolittle
- * Gilbert Boyer Cohen

Pay For Success
at the
U.S. Department of Education

Office of Planning, Evaluation and Policy Development

June 12, 2017



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MEMORANDUM

To: Policy Committee
From: OIG, HP
Input: OIG, HP
Re: Draft Proposal: Cross-PM Collection Support Strategy
Date: June 15, 2017

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CSP, CMO Program

To: Phil Rosenfelt; Joe Conaty
From: CSP, in consultation with OGC
Re: Freedom Prep Decision Memo

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Cc: Venable, Joshua; Ham, Holly; Greene, Matthew; Hammer, Victoria; Styles, Kathleen; Arabo, Melody; Friendly, Deborah; Zulfiqar, Hasan; Wilson, Linda
Attachments: UPDATED 7.14.2017 Policy Committee Agenda DRAFT.pdf

Attached is the UPDATED agenda for today's meeting

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Call in Number:

Dial: (b)(6)
Parti



BRIEFING ITEM

Friday, July 14, 2017

4:00 – 5:30 a.m. (EDT)

"For deliberative purposes only"

- Student Privacy and the Use of Value-Added Assessments – Michael Hayes

(b)(5)

- CHAIRPERSON: DEAN GUSTAFSON, CHAIRPERSON: GUY OPLEND, OCTAVIA TAYLOR

Michael Hayes

- Patricia Rooney
- Emily Hays
- Margaret Hawes
- Deborah Lefford
- Susan Zuffen

RAW57D - Data on Privacy and the Use of ACT/SAT for Title I Assessments

File: Policy Committee

Format: Notation System: 199

Date: July 18, 2017

Program: Public Privacy

Project Manager: Michael Lawler

Project Contact: Jason Gault, Patrick Ramsey

Project Location: Delaware, Maryland, Texas

Author:

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[The body of the document contains extremely faint, illegible text that appears to be a series of paragraphs or a list. Due to the low contrast and resolution, the specific content cannot be transcribed.]

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Cc: Hammer, Victoria; Venable, Joshua; Cohen-Boyer, Gillian; Rodriguez, Celeste; Stratman, Karen; Coley, Jerine; Navarro, Erica
Attachments: 7.27.2017 Policy Committee Agenda- DRAFT.pdf

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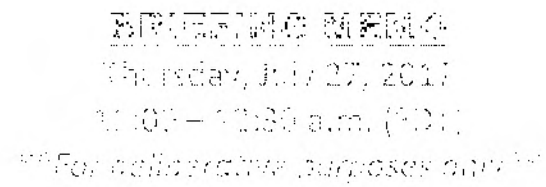
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- a. Jessamyn Carrillo
- b. Chitra Patel
- c. Helen Samra
- d. Carlos Rodriguez

MEMORANDUM

To: Policy Committee

From: CDEPD

Input: CDEPD

Re: Follow up to June 15th Policy Committee Discussion, Cross-POC Edgenter Support Strategy

Date: July 28, 2017

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Cc: Venable, Joshua; McHugh, Erin; Hammer, Victoria; Billingslea, Kyle; Griffith, Genne; Leu, Sharon; Greene, Matthew; Ferraro, Benjamin
Attachments: 8.9.2017 Policy Comittee Agenda- DRAFT.pdf

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Discussion and Decision items need to be submitted 48 hours in advance. That means no later than EOD on Tuesdays before the Thursday meeting. Those should be sent to Ebony with a CC to Martha Davis. If you have any questions or concerns, please feel free to reach out. Thanks!

See you all Thursday!



BRIEFING MEMO

Thursday, August 10, 2017

11:00 – 12:30 a.m. (EDT)

For deliberative purposes only

- Perkins Loan DCL Kathleen Smith

(b)(5)

- Student Privacy and the Use of ACT/SAT for Title I Assessments – Kathleen Styles and Michael Hawes

(b)(5)

- US Open Government Partnership National Action Plan – Sara Trettin

(b)(5)

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

- Kathleen Styles
- Michael Hawes
- Gail McLarnon
- Sara Trettin
- Matthew Greene
- Sharon Leu
- Nikki Churchwell
- Genne Griffith
- Kyle Billingslea

ATTACHMENT A

GEN-17-XX

Subject: Perkins Loan Extension Act of 2015

(b)(5)



Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

ATTACHMENT B

Information for SEAs and LEAs When Administering College Admissions Examinations

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

ATTACHMENT C

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

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ED-17-0091-U-000176



ED 17-01479-F 176 (Aug 19)

Sent: Tuesday, June 12, 2018 11:33 AM
To: Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Chism, Monique; Menashi, Steven; Richey, Kimberly; Lee, Ebony; Oppenheim, Peter; Arabo, Melody; Wooten, Michael; McLarnon, Gail
Cc: Venable, Joshua; Hammer, Victoria; Miller, Meredith; McHugh, Erin
Attachments: 10.5.2017 Policy Committee Meeting Agenda- DRAFT.pdf

It's the official return of the policy committee! These meetings will occur bi-weekly on Thursday for up to 90 minutes. Please do not forward this invitation. If you are unable to attend and would like to nominate a surrogate, please email Ebony directly.

General Format:

30 Minutes – Policy Idea Discussion

30 Minutes – Policy Decisions

30 Minutes (if needed) – Fire Drills (last minute, unexpected issues that are time sensitive)

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See you all Thursday!



BRIEFING MEMO

Thursday, October 5, 2017

11:00 – 12:30 a.m. (EDT)

For deliberative purposes only

- Perkins DCL Update- Lynn Mahaffie and Gail McLarnon

(b)(5)

[Redacted content]

- ESEA Waivers Jason Botel

(b)(5)

[Redacted content]

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

- Gail McLarnon

ATTACHMENT A

GEN-17-XX

Subject: Perkins Loan Extension Act of 2015

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

ATTACHMENT B

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

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ED-17-0091-U-000185



ED 17-01479-F 185 (Aug 19)

Sent: Tuesday, June 12, 2018 11:33 AM
To: Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Chism, Monique; Menashi, Steven; Richey, Kimberly; Lee, Ebony; Oppenheim, Peter; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Chism, Monique; Menashi, Steven; Richey, Kimberly; Lee, Ebony; Oppenheim, Peter
Cc: Venable, Joshua; Hammer, Victoria; Venable, Joshua; Hammer, Victoria
Attachments: 9.21.2017 Policy Committee Agenda- DRAFT.pdf

It's the official return of the policy committee! These meetings will occur bi-weekly on Thursday for up to 90 minutes. Please do not forward this invitation. If you are unable to attend and would like to nominate a surrogate, please email Ebony directly.

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See you all Thursday!



BRIEFING MEMO

Thursday, September 21, 2017

11:00 – 12:30 a.m. (EDT)

For deliberative purposes only

- State-selected Alternate Diploma Kim Richey and Ruth Ryder

(b)(5)

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF
- Christine Pilgrim
- Joselyn Logan-Friend
- Leslie Clithero

ATTACHMENT A

BRIEFING MEMORANDUM

To: Policy Committee

Date: September 21, 2017

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Sent: Tuesday, June 12, 2018 11:33 AM
To: Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Chism, Monique; Kelly, Patrick; Lee, Ebony
Cc: Venable, Joshua
Attachments: 5-4-2017 Policy Committee Meeting Agenda.pdf

It's the official return of the policy committee! These meetings will occur bi-weekly on Thursday for up to 90 minutes. Please do not forward this invitation. If you are unable to attend and would like to nominate a surrogate, please email Ebony directly.

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See you all Thursday!

See attached agenda



BRIEFING MEMO

Thursday, May 4, 2017

11:00 a.m. – 12:30 p.m. (EDT)

For deliberative purposes only

- Reauthorization of the Carl D. Perkins Career and Technical Education Act – Presented by Kim Ford

(b)(5)

- OSEP Memo: Visual Impairments Eligibility Determinations – Presented by Ruth Ryder

(b)(5)

- Freedom Prep Update – Presented by Phil Rosenfelt

(b)(5)

- OS, ODS, OGC, OUS, OLSE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

- Nancy Deutsch
- Lisa Pagano

Reauthorization of the Carl D. Perkins Career and Technical Education Act of 2006

(b)(5)

**Eligibility Determinations for Children Suspected of Having a Visual Impairment
Including Blindness under the IDEA**

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

CSP, CMO Program

To: Phil Rosenfelt; Joe Conaty
From: CSP, in consultation with OGC
Re: Freedom Prep Decision Memo

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Sent: Tuesday, June 12, 2018 11:33 AM
To: Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Lee, Ebony; Arabo, Melody; Wooten, Michael; Ramirez, Lisa; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Lee, Ebony; Arabo, Melody; Wooten, Michael; Ramirez, Lisa; Brickman, Michael; Tucker, Michelle; Malawer, Hilary; Ramakis, Jessica
Cc: Venable, Joshua; Hammer, Victoria; Miller, Meredith; McHugh, Erin; Venable, Joshua; Hammer, Victoria; Miller, Meredith; McHugh, Erin; Dirrigl, Mary Louise; Wexler, Larry
Attachments: 10.19.2017 Policy Committee Agenda- DRAFT.pdf

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See you all Thursday!



BRIEFING MEMO

Thursday, October 19, 2017

11:00 – 12:30 p.m. (EDT)

*****For deliberative purposes only*****

Policy Discussion

- Supplemental Priorities – Presented by Michael Brickman

(b)(5)

- Wandering- Presented by Kim Richey

(b)(5)

Attendees

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

Guests

- Michael Brickman
- Hilary Malawer
- Jessica Ramakis
- Michelle Tucker

DRAFT AND DELIBERATIVE

ATTACHMENT A



DRAFT AND DELIBERATIVE



The Secretary's Proposed Supplemental Priorities

October 2017

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Specified Phthalates—Notice of Proposed Rulemaking.

A live webcast of the Meeting can be viewed at <https://www.cpsc.gov/live>.

CONTACT PERSON FOR MORE INFORMATION:

Rockelle Hammond, Office of the Secretary, U.S. Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814, (301) 504-7923.

Dated: October 10, 2017.

Alberta E. Mills,

Acting Secretary.

[FR Doc. 2017-22181 Filed 10-10-17; 4:15 pm]

BILLING CODE 6355-01-P

DEPARTMENT OF EDUCATION

RIN 1894-AA09

[Docket ID ED-2017-OS-0078]

Secretary's Proposed Supplemental Priorities and Definitions for Discretionary Grant Programs

AGENCY: Department of Education.

ACTION: Proposed priorities and definitions.

SUMMARY: In order to support and strengthen the work that educators do every day in collaboration with parents, advocates, and community members, the Secretary proposes 11 priorities and related definitions for use in discretionary grant programs that are in place today or may exist in the future. The Secretary may choose to include an entire priority within a grant program or merely one or more of its component parts. These proposed priorities and definitions are intended to replace the current supplemental priorities published on December 10, 2014 (79 FR 73425).

DATES: We must receive your comments on or before November 13, 2017.

ADDRESSES: Submit your comments through the Federal eRulemaking Portal or via postal mail, commercial delivery, or hand delivery. We will not accept comments by fax or by email, or those submitted after the comment period. To ensure that we do not receive duplicate copies, please submit your comments only once. In addition, please include the Docket ID at the top of your comments.

• **Federal eRulemaking Portal:** Go to www.regulations.gov to submit your comments electronically. Information on using *Regulations.gov*, including instructions for accessing agency documents, submitting comments, and viewing the docket, is available on the site under "How to use *regulations.gov*."

• **Postal Mail, Commercial Delivery, or Hand Delivery:** If you mail or deliver your comments, address them to Jennifer Bell-Ellwanger, U.S. Department of Education, 400 Maryland Avenue SW., Room 6W231, Washington, DC 20202.

Privacy Note: The Department's policy is to make all comments received from members of the public available for public viewing in their entirety on the Federal eRulemaking Portal at www.regulations.gov. Therefore, commenters should be careful to include in their comments only information that they wish to make publicly available.

FOR FURTHER INFORMATION CONTACT:

Jennifer Bell-Ellwanger, U.S. Department of Education, 400 Maryland Avenue SW., Room 6W231, Washington, DC 20202. Telephone: (202) 401-0831 or by email: jennifer.bell-ellwanger@ed.gov.

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service, toll free, at 1-800-877-8339.

SUPPLEMENTARY INFORMATION:

Invitation to Comment: We invite you to submit comments regarding this notice. To ensure that your comments have maximum effect in developing the notice of final priorities, we urge you to identify clearly the specific issues that each comment addresses.

We invite you to assist us in complying with the specific requirements of Executive Orders 12866 and 13563 and their overall requirement of reducing regulatory burden that might result from these proposed priorities and definitions. Please let us know of any further ways we could reduce potential costs or increase potential benefits while preserving the effective and efficient administration of our programs.

During and after the comment period, you may inspect all public comments about this notice by accessing *Regulations.gov*. You may also inspect the comments in person in Room 6W231, 400 Maryland Avenue SW., Washington, DC, between the hours of 8:30 a.m. and 4:00 p.m., Washington, DC time, Monday through Friday of each week except Federal holidays.

Assistance to Individuals with Disabilities in Reviewing the Rulemaking Record: On request we will provide an appropriate accommodation or auxiliary aid to an individual with a disability who needs assistance to review the comments or other documents in the public rulemaking record for this notice. If you want to schedule an appointment for this type of

accommodation or auxiliary aid, please contact the person listed under **FOR FURTHER INFORMATION CONTACT**.

Program Authority: 20 U.S.C. 1221c-3.

Proposed Priorities:

This notice contains 11 proposed priorities.

Background:

The Secretary proposes 11 priorities and related definitions for use in discretionary grant programs to reflect the Secretary's vision for American education. Specifically, the priorities are designed to encourage grantees to empower parents and educators; reduce red tape; utilize and build evidence of what works; and, most importantly, take strides toward ensuring equal access to the high-quality, affordable education every American student deserves in an educational environment that is safe and respectful of all viewpoints and backgrounds.

Improving education starts with allowing greater decision-making authority at the State and local level while also recognizing that the ultimate form of local control occurs when parents and students are empowered to choose their own educational paths forward. This work also requires helping all students overcome challenges they may face outside of the classroom, learn to read so they can use reading to learn, and complete their formal education with a well-considered and attainable path to a sustainable career. These priorities will also support broad-based access to 21st-century technologies.

The Department believes that more Federal programs are not a sufficient proxy for progress and that increased Federal funding cannot be a stand-in for increased learning. We will focus less on discrete funding streams and more on innovative problem solving. This can only happen when everyone gets a seat at the table and can focus on high-priority local projects that promote change from the ground up. We will place a renewed focus on our core mission: serving the most vulnerable students, ensuring equal access for all students, protecting their path to a world-class education, and empowering local educators to deliver for our students.

Proposed Priority 1—Empowering Families to Choose a High-Quality Education that Meets Their Child's Unique Needs.

Background:

In his first address to a joint session of Congress on February 28, 2017, the President underscored the importance of educational choice and providing families with access to quality

educational options, noting that families should be free to choose the school that is right for their children. Likewise, the Secretary believes that every child, regardless of his or her ZIP code or family income, should have access to a high-quality education. A family should have the chance to select the educational path that best meets a child's needs, regardless of where or how instruction is delivered. The Department is committed to improving access to high-quality preschool through 12th grade (P-12) and postsecondary educational options, offering meaningful choices for families, and providing families with the information and tools they need to make these important decisions.

In 2012, approximately 78 percent of kindergarten through 12th grade students attended the public school to which they were geographically assigned, about 14 percent attended a public school of their choice, and almost nine percent attended a private school.¹ In addition, among all children ages 5–17, approximately three percent were homeschooled in 2012.² Satisfaction levels are the highest among private school parents, with more than 80 percent of parents saying they were “very satisfied” with their children's school. Parents of children at public charter schools and public schools of choice also showed levels of satisfaction that were significantly higher than parents at geographically assigned district schools.³

A diverse array of postsecondary education choices are also available to high school students through dual-enrollment and similar programs, which allow these students to take postsecondary coursework offered by a college or university, the secondary school in which they are enrolled, or another provider.

The Administration's goal is to maximize availability of high-quality

learning opportunities. This proposed priority would support grantees in offering innovative and, where possible, evidence-based models of educational choice (as defined in this notice, and consistent with applicable Federal, State, and local law) to students in both P-12 and postsecondary settings.

Proposed Priority:

Projects that are designed to address one or more of the following priority areas:

- (a) Increasing the proportion of students with access to educational choice (as defined in this notice).
- (b) Increasing access to educational choice for one or more of the following groups of students:
 - (i) Students in communities served by rural local educational agencies (as defined in this notice).
 - (ii) Students who are children with disabilities as defined in the Individuals with Disabilities Education Act (IDEA) and/or individuals with disabilities under Section 504 of the Rehabilitation Act of 1973 (Section 504) or students with disabilities and children with disabilities who are eligible under both laws;
 - (iii) English learners (as defined in section 8101(20) of the Elementary and Secondary Education Act, as amended, or section 203(7) of the Workforce Innovation and Opportunity Act of 2014).
 - (iv) Students in schools identified for comprehensive or targeted support and improvement in accordance with section 1111(c)(4)(C)(iii), (c)(4)(D), or (d)(2)(C)–(D) of the Elementary and Secondary Education Act, as amended.
 - (v) Students who are living in poverty (as defined under section 1113(a)(5)(A) of the Elementary and Secondary Education Act, as amended) and are served by high-poverty schools (as defined in this notice), or are a low-income individual (as defined under section 312(g) of the Higher Education Act of 1965, as amended).
 - (vi) Disconnected youth.
 - (vii) Migratory children.
 - (viii) Low-skilled adults.
 - (ix) Students who are Indians, as defined in section 6151 of the Elementary and Secondary Education Act, as amended.
 - (x) Military- or veteran-connected students (as defined in this notice).
 - (xi) Children or students who are academically far below grade level, who have left school before receiving a regular high school diploma, who are at risk of not graduating with a regular high school diploma on time.
 - (xii) Children or students who are homeless.
 - (xiii) Children or students who are or have been incarcerated.

(xiv) Children or students who are or were previously in foster care.

(c) Developing, increasing access to, and building evidence of effectiveness of innovative models of educational choice.

Proposed Priority 2—Promoting Innovation and Efficiency, Streamlining Education with an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers.

Background:

The Department is focused on fostering a more favorable environment for innovation by reducing red tape and streamlining regulations and other requirements in education while placing an increased focus on improving student outcomes. This increased focus on outcomes, and decreased emphasis on compliance first, will allow us to invest more in approaches supported by evidence of positive outcomes for students and avoid those that are inefficient, ineffective, or unproven.

In order to accomplish this goal, the Department is rethinking the incentives we set for grantees and how those incentives, in turn, affect how grantees interact with subgrantees (such as schools within a district), nonprofits supporting implementation of a grant project, and other partners. In general, the Administration also welcomes and encourages entities pursuing innovative approaches to participate in the Department's programs.

Leaders in States, districts, schools, and institutions of higher education must also have the opportunity to do things differently to meet the needs of their students. At the Federal level, the Administration is interested in eliminating unnecessary burdens placed on grantees. Through this priority, we likewise encourage States, school districts, schools, and others receiving grants from the Department to weigh whether requirements they place on subgrantees and other partners working to achieve grant objectives or being served by the grant are necessary to drive improvements in student outcomes, or if they actually hinder efforts to best serve students. Doing so will allow States, districts, schools, teachers, and institutions of higher education to spend less time on paperwork and burdensome administration and more time on their core missions.

Proposed Priority:

Projects that are designed to address one or more of the following priority areas:

- (a) Implementing strategies that ensure education funds are spent in a way that increases their efficiency and

¹ U.S. Department of Education, National Center for Education Statistics, Parent and Family Involvement in Education Survey of the 2012 National Household Education Surveys Program (PFIE-NEHS: 2012). (n.d.). “Percentages of children enrolled in kindergarten through 12th grade by school type: 2012.” Available at: https://nces.ed.gov/ipeds/data/parent_family_involvement_school_type.asp.

² U.S. Department of Education, National Center for Education Statistics, Digest of Education Statistics. (2014). “Table 206.10. Number and percentage of homeschooled students ages 5 through 17 with a grade equivalent of kindergarten through 12th grade, by selected child, parent, and household characteristics: 2003, 2007, and 2012.” Available at: https://nces.ed.gov/ipeds/data/digest/d15/tables/d15_206.10.asp.

³ Cheng, A., & Peterson, P. (2017). How Satisfied are Parents with Their Children's Schools? *Education Next*, 17(2). Available at: <http://educationnext.org/how-satisfied-are-parents-with-their-childrens-schools-us-dept-ed-survey>.

effectiveness, including by reducing waste or achieving better outcomes.

(b) Supporting innovative strategies with the potential to lead to significant and wide-reaching improvements in the delivery of educational services.

(c) Reducing compliance burden within the grantee's operations (including on subgrantees or other partners working to achieve grant objectives or being served by the grant) in a manner that decreases paperwork or staff time spent on administrative functions, or other measurable ways that help educational providers to save money, benefit more students, or improve results.

(d) Demonstrating innovative paths to improved outcomes by applicants that meet the requirements in 34 CFR 75.225 (a)(1)(i) and (ii).

(e) Strengthening development capabilities to increase private support for institutions or demonstrating matching support for proposed projects.

Proposed Priority 3—Fostering Flexible and Affordable Paths to Obtaining Knowledge and Skills.

Background:

An educated and well-prepared workforce is essential to maintaining an American advantage in a global economy where competition for jobs is increasing and technology is changing rapidly.⁴ In their 2017 State of the State addresses, at least 24 governors identified workforce development and career pathways as key education priorities.⁵ It is critical that we ensure our Nation's workforce is prepared to meet the challenges of tomorrow with the skills and credentials that employers require.

To meet these challenges, schools must better equip students with the skills or knowledge required by employers, particularly employment in in-demand industry sectors or occupations, and recognized postsecondary credentials need to be developed that focus on the career and technical skills needed for in-demand industry sectors or occupations (as defined in section 3(23)(A) of the Workforce Innovation and Opportunity Act of 2014). Such credentials should serve to define, measure, and

communicate the skills students will need to be successful in workplaces.

Meeting this challenge requires starting early in a student's education. Each American student is unique and enters school with a distinct set of strengths and challenges. Each student learns and grows at his or her own pace and in his or her own way; therefore, States, districts, schools, institutions of higher education, and other local providers must help every student build upon his or her unique strengths and address his or her unique challenges.

Competency-based learning is one possible approach to improve student outcomes and prepare students for careers.⁶ Under this approach, instead of equating seat time with learning—assuming all students need the same amount of time to learn material—students can work at their own pace and progress as they demonstrate mastery of content. Other approaches to prepare students for work and life are also encouraged, including those that allow students to more easily demonstrate their knowledge and skills and employers to more easily communicate the knowledge and skills they require.

Proposed Priority:

Projects that are designed to address one or more of the following priority areas:

(a) Improving collaboration between education providers and employers to ensure student learning objectives are aligned with the skills or knowledge required for employment in an in-demand industry sector or occupation (as defined in section 3(23)(A) of the Workforce Innovation and Opportunity Act of 2014).

(b) Developing or developing pathways to recognized postsecondary credentials (as defined in section 3(52) of the Workforce Innovation and Opportunity Act of 2014) focused on career and technical skills for in-demand industry sectors or occupations and employment of credential holders. Students may obtain such credentials through a wide variety of education providers, such as: Institutions of higher education eligible for Federal student financial aid programs, non-traditional education providers (e.g., apprenticeship programs or computer coding boot camps), and other providers of self-guided learning.

(c) Providing work-based learning experiences (such as internships, apprenticeships, and fellowships) leading to careers in in-demand industry sectors or occupations.

(d) Creating or expanding innovative paths to a recognized postsecondary credential or attainment of job-ready skills for careers in in-demand industry sectors or occupations, such as through career pathways (as defined in section 3(7) of the Workforce Innovation and Opportunity Act of 2014). Such credentials may be offered to all students through a wide variety of education providers, such as traditional institutions of higher education, non-traditional education providers, and other providers of self-guided learning.

(e) Creating or expanding opportunities for individuals to obtain recognized postsecondary credentials through the demonstration of prior knowledge and skills, such as competency-based learning. Such credentials may include an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

(f) Creating or expanding opportunities for individuals to obtain recognized postsecondary credentials in science, technology, engineering, or mathematics.

Proposed Priority 4—Fostering Knowledge and Promoting the Development of Skills that Prepare Students to be Informed, Thoughtful, and Productive Individuals and Citizens.

Background:

Knowledge and skills that prepare students to be informed, thoughtful, and productive individuals and citizens include knowledge of civics, financial literacy, problem solving, and employability skills⁷ (such as critical thinking, interpersonal skills, or organizational skills). Research suggests that self-regulation, perseverance, and social skills play an important role in students' academic, career, and life outcomes.⁸ Unfortunately, national assessments suggest that our students often lack such skills.

⁷ See <http://cte.ed.gov/employabilityskills> for more information.

⁸ Farrington, C.A., Roderick, M., Allensworth, E., Nagaoka, J., Keyes, T.S., Johnson, D.W., & Beechum, N.O. (2012). Teaching adolescents to become learners: The role of noncognitive factors in shaping school performance: A critical literature review. Chicago: University of Chicago Consortium on Chicago School Research. Available at: <https://consortium.uchicago.edu/sites/default/files/publications/Noncognitive%20Report.pdf>.

⁴ Schwab, K. (2016). The Global Competitiveness Report 2016–2017. Geneva, Switzerland: World Economic Forum. Available at: http://www3.weforum.org/docs/GCR2016-2017/05FullReport/TheGlobalCompetitivenessReport2016-2017_FINAL.pdf.

⁵ Rafa, A. and Rogowski, D. (2017). "Governors' Top Education Priorities: 2017 State of the State addresses." Denver, CO: Education Commission of the States. Available at: www.ecs.org/content/uploads/Governors%20%80%99-Top-Education-Priorities-2017-State-of-the-State-addresses.pdf.

⁶ U.S. Department of Education, Office of Planning, Evaluation and Policy Development. Policy and Program Studies Service. (2017). National Survey on High School Strategies Designed to Help At Risk Students Graduate: Competency-Based Advancement. Available at: <https://www2.ed.gov/rschstat/eval/high-school/competency-based-advancement.pdf>.

For example, between 1998 and 2014, the average scores of eighth grade students only increased from 150 to 154 on the National Assessment of Educational Progress (NAEP) civics assessment, remaining well below the proficient score of 178.⁹ Additionally, numerous international studies indicate our Nation's students are not performing as well as students in other countries. On the Program for International Student Assessment (PISA), 15-year-old students in the United States performed near the Organization for Economic Cooperation and Development (OECD) average on financial literacy and slightly better than the OECD average on problem solving.¹⁰ However, 18 percent of 15-year-old students in the United States were low-performers (scoring below level 2 out of 5 levels) on the financial literacy assessment and 18 percent of students in the United States were low-performers on the problem solving assessment.¹¹

For the United States to compete globally, schools must better prepare students to obtain each of these types of skills. It is especially critical for students to master these skills as the number of jobs created by new businesses has substantially declined since the 1990s.¹² In addition, while the number of business startups has climbed back to pre-2007 to 2009 recession levels, such activity has declined over the long term compared to peaks in the 1980s.¹³ Promoting the development of these skills can prepare students for later in life and prepare them for employment or entrepreneurship. This, in turn, will foster a learning society and ultimately boost Americans' quality of life.

Proposed Priority:

Projects that are designed to address one or more of the following priority areas:

(a) Fostering knowledge of the common rights and responsibilities of American citizenship and civic participation, such as through civics education consistent with section 203(12) of the Workforce Innovation and Opportunity Act of 2014.

(b) Supporting projects likely to improve student academic performance and better prepare students for employment, responsible citizenship, and fulfilling lives, including by preparing students to do one or more of the following:

(i) Develop positive personal relationships with others.

(ii) Develop determination, perseverance, and the ability to overcome obstacles.

(iii) Develop self-esteem through perseverance and earned success.

(iv) Develop problem-solving skills.

(v) Control impulses and work toward long-term goals.

(c) Supporting instruction in time management, job seeking, personal organization, public and interpersonal communication, or other practical skills needed for successful career outcomes.

(d) Supporting instruction in personal financial literacy, knowledge of markets and economics, knowledge of higher education financing and repayment (e.g., college savings and student loans), or other skills aimed at building personal financial understanding and responsibility.

Proposed Priority 5—Meeting the Unique Needs of Students and Children, including those with Disabilities and/or with Unique Gifts and Talents

Background:

Our Nation's schools must assist all students in reaching their full potential. The Department seeks to improve students' access to high-quality educational opportunities that lead to successful transitions to college and careers. In particular, the Department is committed to ensuring that students with disabilities have equal access to a high-quality education, consistent with applicable requirements in Federal and State law, are held to high standards, and are prepared to lead productive, independent lives.

In addition, the Department believes that students possessing special innate skills, talents, and abilities—especially such students from disadvantaged backgrounds—should be given every opportunity to realize their full potential for the benefit of the Nation at large. Developing and empowering students to become the innovators of tomorrow is essential for our economic competitiveness. Therefore, this priority also seeks to promote high-quality educational opportunities that nurture

students' individual gifts and talents to prepare them for future success.

Proposed Priority:

Projects that are designed to address one or more of the following priority areas:

(a) Ensuring students with disabilities are offered the opportunity to meet challenging objectives and receive an educational program that is both meaningful and appropriately ambitious in light of each student's circumstances by improving one or more of the following:

(i) Academic outcomes.

(ii) Functional outcomes.

(iii) Development of skills leading to competitive integrated employment or independent living.

(iv) Social or emotional development.

(b) Ensuring coursework, books, or other materials are accessible to students who are children with disabilities and/or individuals with disabilities under Section 504.

(c) Developing opportunities for students who are gifted and talented (as defined in section 8101(27) of the Elementary and Secondary Education Act, as amended), particularly students with high needs (as defined in this notice) who may not be served by traditional gifted and talented programs, so that they can reach their full potential, such as providing a greater number of gifted and talented students with access to challenging coursework or other materials.

Proposed Priority 6—Promoting Science, Technology, Engineering, and Math (STEM) Education, With a Particular Focus on Computer Science.

Background:

Our Nation's economic competitiveness depends on our ability to improve and expand STEM learning and engagement. In a 2005 report, "Rising Above the Gathering Storm,"¹⁴ the National Academies concluded that a primary factor influencing the future health of the American economy and our ability to create jobs is innovation resulting from advances in science and engineering. Yet U.S. students finished behind those of 29 countries in mathematics and 22 countries in science on the 2012 Program for International Student Assessment, which measures the mathematics and science literacy of 15-year-olds in the world's most advanced countries. To ensure that our economic competitiveness is not at risk because of a shortage of STEM talent,

¹⁴ National Academy of Sciences, National Academy of Engineering, and Institute of Medicine. 2007. *Rising Above the Gathering Storm: Energizing and Employing America for a Brighter Economic Future*. Washington, DC: The National Academies Press. <https://doi.org/10.17226/11463>.

⁹ The Nation's Report Card. (2015). 2014 Civics Assessment: Overall Civics Scores. Available at: www.nationsreportcard.gov/hgc_2014/#civics/scores.

¹¹ U.S. Department of Education, National Center for Education Statistics. (2014). "Program for International Student Assessment (PISA): Financial Literacy: Proficiency Levels." Available at: https://nces.ed.gov/surveys/pisa/pisa2012/pisa2012highlights_12.asp. U.S. Department of Education, National Center for Education Statistics (2014). "Program for International Student Assessment (PISA): Problem Solving: Proficiency Levels." Available at: https://nces.ed.gov/surveys/pisa/pisa2012/pisa2012highlights_11.asp.

¹² Bureau of Labor Statistics. (2016). Entrepreneurship and the U.S. Economy. Available at: www.bls.gov/bdm/entrepreneurship/entrepreneurship.htm.

¹³ Ewing Marion Kauffman Foundation (May 18, 2017). Startup Activity Swings Upward for Third Consecutive Year, Annual Kauffman Index Reports. Available at: www.kauffman.org/newsroom/2017/05/startup-activity-swings-upward-for-third-consecutive-year-annual-kauffman-index-reports.

we must expand the capacity of our elementary and secondary schools to provide all students, including girls, students of color, and others historically underrepresented in STEM fields, with engaging and meaningful opportunities, both in and outside the classroom, to develop knowledge and competencies in these subjects.

Computer science constitutes an important area within STEM. Georgetown University's Center on Education and the Workforce projects that, by 2020, 51 percent of STEM jobs will be in computer science-related fields.¹⁵ If current trends continue, 1.4 million computer science-related jobs will be available over the next ten years, but according to the Bureau of Labor Statistics, only 400,000 American computer science graduates will emerge with the skills needed to fill those jobs. This lack of skilled college graduates can be attributed, in part, to a dearth of opportunities to engage in computer science in elementary and secondary school. According to the National Center for Women and Information Technology, less than one-quarter of students nationwide have access to rigorous computer science courses.¹⁶ In light of findings such as these, it is clear we must redouble our efforts to prepare students and produce a workforce capable of sustaining and growing this critical sector of the economy.

Computer science skills are important not only for the technology sector but also for a growing number of industries that rely on computer skills to improve their products and services, including transportation, healthcare, education, and financial services. Moreover, computer science instruction can help foster the problem-solving and analytical skills needed in many other disciplines and careers. Not surprisingly, parents increasingly recognize the importance of computer science: 9 out of 10 parents surveyed by Gallup say they want computer science taught at their child's school.¹⁷

Effective use of technology in the classroom can help reduce inequities in learning and achievement and better prepare students for the careers of tomorrow.¹⁸ Educators can leverage new digital technologies to improve their teaching, but also need support to do

so.¹⁹ As the Department's 2017 National Education Technology Plan describes, technology can serve as a powerful tool to reimagine learning experiences by leveraging advances enabled by technology, including personalized learning, which adapts instruction to students' individual needs.²⁰ Technology used for educational purposes must be accessible to students who are children with disabilities and/or individuals with disabilities, consistent with the requirements of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. The provision of assistive technology devices and services is also integral to the education of children with disabilities under the IDEA. Technology can enable adult learners to fit courses into their work schedule or to learn and earn new credentials that prepare them to further their careers regardless of where they live.

Proposed Priority:

Projects designed to improve student achievement in science, technology, engineering, math and computer science, or other educational outcomes and are designed to address one or more of the following priority areas:

(a) Increasing the number of educators adequately prepared to deliver rigorous instruction in STEM fields, including computer science (as defined in this notice), through recruitment, evidence-based (as defined in 34 CFR 77.1) professional development for current STEM educators, or evidence-based retraining for current educators seeking to transition from other subjects to STEM fields.

(b) Supporting student mastery of key prerequisites (e.g. Algebra I) to ensure success in all STEM fields, but particularly computer science coursework (notwithstanding the definition in this notice), and exposing students to building block skills (such as critical thinking and problem solving, gained through hands-on, inquiry-based learning), as well as the proficient use of computer applications necessary to transition from a user of technologies, particularly computer technologies, to a developer of them.

(c) Identifying and implementing instructional strategies in STEM fields,

including computer science (as defined in this notice), that are supported by strong or moderate evidence (as defined in 34 CFR 77.1).

(d) Expanding access to and participation in rigorous computer science (as defined in this notice) coursework for traditionally underrepresented students such as racial or ethnic minorities, women, or students in communities served by rural local educational agencies (as defined in this notice).

(e) Increasing access to STEM coursework, including computer science (as defined in this notice), and hands-on learning opportunities, such as through expanded course offerings, dual-enrollment, or other innovative delivery mechanisms including high-quality online coursework.

(f) Creating or expanding partnerships between schools, LEAs and/or SEAs, local businesses, not-for-profit organizations, or institutes of higher education to give students access to internships, apprenticeships, or other work-based learning experiences in STEM fields, including computer science (as defined in this notice).

(g) Other evidence-based (as defined in 34 CFR 77.1) areas that encourage innovative new approaches to expanding access to high-quality STEM education, including computer science (as defined in this notice).

(h) Utilizing technology for educational purposes in communities served by rural local educational agencies (as defined in this notice) or other areas identified as lacking sufficient access to such tools and resources.

(i) Utilizing technology to provide access to educational choice (as defined in this notice).

(j) Working with schools, municipal libraries, or other partners to provide new and accessible methods of accessing digital learning resources, such as by digitizing books or expanding access to such resources for a greater number of students.

(k) Supporting programs that lead to recognized postsecondary credentials (as defined in section 3(52) of the Workforce Innovation and Opportunity Act of 2014 (WIOA)) for careers in science, technology, engineering, and mathematics or in in-demand industry sectors or occupations (as defined in section 3(23)(A) of WIOA).

(l) Making coursework, books, or other materials available as open educational resources or taking other steps so that such materials may be inexpensively and widely used.

Proposed Priority 7—Promoting Literacy.

¹⁵ See <https://cew.georgetown.edu/wp-content/uploads/2014/11/stem-complete.pdf>.

¹⁶ See <http://www.prweb.com/releases/2012/12/prweb10319767.htm>.

¹⁷ See <http://services.google.com/fh/files/misc/images-of-computer-science-report.pdf>.

¹⁸ See Warschauer, M., & Matuchniak, T. (2010). New technology and digital worlds: Analyzing evidence of equity in access, use, and outcomes. *Review of Research in Education*, 34(1), 179–225.

¹⁹ Purcell, K., Heaps, A., Buchanan, J., & Friedrich, L. (2013). How teachers are using technology at home and in their classrooms. Washington, DC: Pew Research Center's Internet & American Life Project. Available at: www.pewinternet.org/2013/02/28/how-teachers-are-using-technology-at-home-and-in-their-classrooms/.

²⁰ U.S. Department of Education. Office of Educational Technology (OET) (2017). *Reimagining the Role of Technology in Education: 2017 National Education Technology Plan Update*. Available at: <https://tech.ed.gov/files/2017/01/NETP17.pdf>.

Background:

Literacy is a foundation for learning and is essential to students' ability to progress, pursue higher education, and succeed in the workplace. For example, the reading level of third grade students is highly predictive of their later success in school and enrollment in college.²¹ Third grade literacy rates can have tremendous social consequences, including on individuals' earnings as adults.²² Students' reading scores on the NAEP, unfortunately, are not increasing at a fast enough rate to ensure all students are ready for college and today's careers. Between 1992 and 2015, the percentage of fourth grade students who scored at or above "proficient" increased by only seven percentage points, from 29 percent to 36 percent.²³ Black and Hispanic students have experienced greater improvements than white students on fourth grade NAEP reading tests, but only 18 percent of black students and 21 percent of Hispanic students score at or above "proficient" compared to 46 percent of their white counterparts.²⁴

One strategy to improve literacy is to integrate literacy instruction into content-area teaching. This may be especially important for adolescents who need to learn to read a variety of texts in math, science, and social studies courses.²⁵ A lack of literacy skills may hinder their pursuit of additional education, career

opportunities, and participation in society.²⁶

While there are numerous evidence-based literacy interventions and strategies,²⁷ professional development and effective data use (e.g., formative assessments to inform reading groupings and instruction) are key to successful implementation. For example, after participating in a kindergarten-third grade early literacy professional development initiative, teachers in Mississippi improved the quality of their instruction and improved student engagement in their classrooms.²⁸ Similarly, case studies of five programs that aligned preschool through third grade learning highlighted the importance of instructional coaches to train teachers in using data to inform instruction.²⁹

Families play a critical role in supporting children's literacy. When families and schools work together and support each other in their respective roles, children have a more positive attitude toward school and experience more school success.³⁰ Specifically, research has found that having parents reinforce specific literacy skills is effective in improving children's literacy.³¹

Proposed Priority:

Projects that are designed to address one or more of the following priority areas:

²⁶ See U.S. Department of Education, Office of Career, Technical and Adult Education. (2016). *Adult Workers with Low Measured Skills: A 2016 Update*. Available at: <https://www2.ed.gov/about/offices/list/ovoo/pi/AdultEd/facish/adulthworkerslowmeasuredskills.pdf>.

²⁷ See the What Works Clearinghouse's literacy publications at <https://ies.ed.gov/ncee/wwc/Publication#/>. FWWFilterId:3,SortBy:RevisedDate,SetNumber:1.

²⁸ Folsom, J. S., Smith, K. G., Burk, K., & Oakley, N. (2017). *Educator outcomes associated with implementation of Mississippi's K-3 early literacy professional development initiative* (REL 2017-270). Washington, DC: U.S. Department of Education, Institute of Education Sciences, National Center for Education Evaluation and Regional Assistance, Regional Educational Laboratory Southeast. Available at: <https://ies.ed.gov/ncee/edlabs/projects/project.asp?projectID=466>.

²⁹ U.S. Department of Education, Office of Planning, Evaluation and Policy Development, Policy and Program Studies Service, Case Studies of Schools Implementing Early Elementary Strategies: Preschool Through Third Grade Alignment and Differentiated Instruction. Washington, DC: 2016. Available at <https://www2.ed.gov/rschstat/eval/implementation-early-strategies/report.pdf>.

³⁰ Henderson, A. T., & Maup, K. L. (2002). A new wave of evidence: The impact of school, family and community connections on student achievement. Austin: SEDL.

³¹ Sameroff, M. (2006). The Effect of Family Literacy Interventions On Children's Acquisition of Reading: from Kindergarten to Grade 3. National Institute for Literacy, Washington, DC. Available at http://files.ed.gov/publications/pdf/ili_interventions.pdf.

(a) Promoting literacy interventions supported by strong evidence (as defined in 34 CFR 77.1), including by supporting educators with the knowledge, skills, professional development (as defined in section 8101(42) of the Elementary and Secondary Education Act, as amended), or materials necessary to promote such literacy interventions.

(b) Providing families with evidence-based (as defined in 34 CFR 77.1) strategies for promoting literacy at home. This may include providing families with access to books or other physical or digital materials or content about how to support their child's reading development, or providing family literacy activities (as defined in section 203(9) of the Workforce Innovation and Opportunity Act of 2014).

(c) Facilitating the accurate and timely use of data by educators to improve reading instruction and make informed decisions about how to help students build literacy skills while protecting student and family privacy.

(d) Integrating literacy instruction into content-area teaching using practices supported by strong or moderate evidence (as defined in 34 CFR 77.1).

(e) Supporting the development of literacy skills to meet the employment and independent living needs of adults using practices supported by strong evidence (as defined in 34 CFR 77.1).

Proposed Priority 8—Promoting Effective Instruction in Classrooms and Schools.**Background:**

Research indicates that of all the school-related factors that impact student academic performance, teacher quality matters most.³² Teaching is critically important, challenging, and complex work, and great teachers contribute enormously to the learning and the lives of children.³³ At the same time, there is still much work to be done to ensure meaningful and ample support

³² RAND Corporation. (2012). *Teachers matter: Understanding teachers' impact on student achievement*. Santa Monica, CA: Author. Available at: www.rand.org/content/dam/rand/pubs/corporate_pubs/2012/RAND_CP69321-2012-09.pdf.

³³ RAND Corporation. (2012). *Teachers matter: Understanding teachers' impact on student achievement*. Santa Monica, CA: Author. Available at: www.rand.org/content/dam/rand/pubs/corporate_pubs/2012/RAND_CP69321-2012-09.pdf.
Rowan, B., Correnti, R., & Miller, R. J. (2002). What Large-Scale Survey Research Tells Us About Teacher Effects on Student Achievement: Insights from the Prospects Study of Elementary Schools. *Teachers College Record*, 104, 1525-1567; Rivkin, S. G., Hanushek, I., & Kain, J. F. (2003). Teachers, Schools, and Academic Achievement (Working Paper W6691). National Bureau of Economic Research. Available at: www.epp.upenn.edu/pdf/Hanushek_NBER.PDF.

²¹ See, e.g., Lesnick, J., George, R. M., Smithgall, C., & Gwynne, J. (2010). Reading on Grade Level in Third Grade: How Is It Related to High School Performance and College Enrollment? Chapin Hall at the University of Chicago. Available at: www.chapinhall.org/sites/default/files/Reading_on_Grade_Level_111710.pdf.

²² The Annie E. Casey Foundation. (2013). *Early Warning Confirmed: A Research Update on Third-Grade Reading*. Available at: www.aecf.org/resources/early-warning-confirmed/.

²³ The Nation's Report Card. (2015). *National Achievement Level Results*. Available at: www.nationsreportcard.gov/reading_math_2015/#reading/acflgrade=4.

²⁴ Ibid.

²⁵ Baker, S., Lesaux, N., Jayanthi, M., Dimino, J., Proctor, C. P., Morris, J., Gersten, R., Haymond, K., Kieffer, M. J., Lujan-Thompson, S., & Newman-Gonchar, R. (2014). *Teaching academic content and literacy to English learners in elementary and middle school*. Washington, DC: National Center for Education Evaluation and Regional Assistance, Institute of Education Sciences, U.S. Department of Education. Available at: http://ies.ed.gov/ncee/wwc/publications_reviews.aspx. Torgesen, J. K., Houston, D. D., Rissman, L. M., Decker, S. M., Roberts, G., Vaughn, S., Wexler, J., Francis, D. J., Rivera, M., & Lesaux, N. (2007). *Academic literacy instruction for adolescents*. Portsmouth, NH: RMC Research Corporation, Center on Instruction. Available at: <http://opti.mt.gov/pub/rti/EssentialComponents/RTCurric/Reading/RTResources/Academic%20Literacy%20Instruction%20for%20Adolescents.pdf>.

for educators so that they can help students reach their full potential.

Similarly, effective principals and other school leaders are crucial to strengthening teaching and school communities and improving student achievement. School leadership is second only to classroom instruction in importance among school-based variables affecting student achievement.³⁴ Research shows that effective leaders play a critical role in student academic success, especially in high-need schools, by creating cultures of high expectations and by recruiting and retaining highly effective teachers.³⁵ Effective leaders also create a vision of academic success for all children, encourage other educators to take on leadership roles and responsibilities, and build a school that is part of, and responsive to, the community that it serves.

In particular, this priority seeks to develop evidence on effective professional development and programs that support teachers and leaders as they enter the profession, different leadership pathways for educators in and out of the classroom, increased diversity through strategic recruitment, innovative staffing models, and retention of top talent.

Proposed Priority:

Projects that are designed to address one or more of the following priority areas:

(a) Developing new career pathways for effective educators to assume leadership roles with the option to maintain instructional responsibilities and direct interaction with students.

(b) Supporting the recruitment or retention of educators who are effective and increase diversity (including, but not limited to, racial and ethnic diversity).

(c) Promoting innovative strategies to increase the number of students who have access to effective teachers or school leaders in one or more of the following:

- (i) Schools generally.
- (ii) Schools that are located in communities served by rural local educational agencies; or
- (iii) Schools with a large proportion of low-income students.

(d) Developing or implementing innovative staffing or compensation models to attract effective educators.

(e) Recruiting promising students and qualified individuals from other fields to become teachers, principals, or other school leaders, such as mid-career professionals from other occupations, former military personnel, or recent graduates of institutions of higher education with records of academic distinction who demonstrate potential to become effective teachers, principals, or other school leaders.

(f) Increasing the opportunities for high-quality preparation of, or professional development for, teachers or other educators of science, technology, engineering, and math subjects.

Proposed Priority 9—Promoting Economic Opportunity.

Background:

Data show that in 2016, a worker with a high school diploma earned almost \$10,000 more per year than a worker with less than a high school diploma.³⁶ Similarly, a worker with a bachelor's degree earned about \$24,000 more per year than a worker with only a high school diploma.³⁷ In general, individuals with higher educational attainment have higher rates of employment and higher average earnings than those with lower levels of educational attainment.³⁸

Research tells us that children who grow up in stable households, with parents reaching higher levels of education, who read to them, and who engage in their intellectual development, will have advantages over children growing up in households without these characteristics.³⁹

By recognizing the non-academic factors that contribute to academic success, this priority would support pathways out of poverty. While the Department—and education leaders at the State and local levels—cannot solve all of these out-of-school challenges, the Department can more effectively use its resources to support students (and their families) so that they have all of the tools that they need to be successful in the classroom and beyond. The Department can also help to ensure that its efforts are working in conjunction with—and not against—other Federal,

State, local, and most of all—private efforts to solve the challenges of poverty.

Proposed Priority:

Projects that are designed to reduce academic or non-academic barriers to economic mobility and, therefore, increase educational opportunities for children, by addressing one or more of the following priority areas:

(a) Aligning Federal, State, and/or local funding streams to promote economic mobility of low-income parents and children.

(b) Building greater effective family engagement in their students' education.

(c) Creating or supporting alternative paths to a regular high school diploma (as defined in section 8101(43) of the Elementary and Secondary Education Act, as amended) and/or recognized postsecondary credentials (as defined in section 3(52) of the Workforce Innovation and Opportunity Act of 2014) for students whose environments outside of school, disengagement with a traditional curriculum, homelessness, or other challenges make it more difficult for them to complete an educational program.

(d) Increasing the number of children who enter kindergarten ready to succeed in school and in life by supporting families and communities to help more children obtain requisite knowledge and skills to be prepared developmentally.

(e) Creating or expanding partnerships between schools, LEAs, and/or SEAs, and community-based organizations to provide supports and services to students and families.

Proposed Priority 10—Encouraging Improved School Climate and Safer and More Respectful Interactions in a Positive and Safe Educational Environment.

Background:

In order for students to engage in thoughtful debate and meaningful discussion, a critical component of learning, they must feel safe to honestly and openly share their thoughts and opinions on a wide range of issues in school. School leaders, teachers, and professors must ensure that schools and institutions of higher education are physically and disciplinarily safe for students to learn. This environment can be developed through promoting a positive school setting that supports learning, minimizes disruptions, and increases respect for differing experiences and perspectives.

Open and honest dialogue is especially important in postsecondary settings, where students grapple with particularly complex, difficult, and potentially polarizing issues. Ensuring that students and educators of all

³⁴ Louis, K.S., Leithwood, K., Wahlstrom, K., & Anderson, S. (2010). *Investigating the links to improved student learning: Final report of research findings*. Available at: www.wallacefoundation.org/knowledge-center/Documents/Investigating-the-Links-to-Improved-Student-Learning.pdf.

³⁵ Ineb, S., et al. (2012). *Effective Schools: Teacher Hiring, Assignment, Development, and Retention*. *Journal of Education Finance and Policy*, 7, 269–304.

³⁶ Bureau of Labor Statistics. (2017). *Unemployment rates and earnings by education attainment, 2016*. Available at: www.bls.gov/emp/ep_chart_001.html.

³⁷ Ibid.

³⁸ Ibid.

³⁹ Egalite, A. (2016). *How Family Background Influences Student Achievement*. *Education Next*, 16(2). Available at: <http://educationnext.org/how-family-background-influences-student-achievement>.

backgrounds are able to engage in respectful dialogue—without fear of retribution—is likely to promote greater learning and understanding and a stronger Nation.

Thoughtful debate is unlikely to take root in an environment that tolerates bullying and other major disruptions. Elementary and secondary schools have made strides in fostering safer environments. Between 2005 and 2015, the percentage of students ages 12–18 who reported being bullied decreased from 28 to 21 percent.⁴⁰ Additionally, victimization rates have greatly declined between 1992 and 2015, falling from 181 per 1,000 students to 33 per 1,000 students.⁴¹ Thus, schools are becoming physically and emotionally safer for students; however, more needs to be done to stop bullying and ensure that every child can learn in a safe environment.

A significant number of teachers report that the behavior of a few students is disrupting the education of many. Between 1994 and 2012, the percentage of teachers who reported that student misbehavior interfered with their teaching fluctuated over the years, ranging from 34 to 41 percent.⁴² In classrooms that experience severe disruptions, it is difficult for teachers to provide instruction and students may not feel secure and comfortable enough to learn and grow.

Proposed Priority:

Projects that are designed to address one or more of the following priority areas:

(a) Creating positive and safe learning environments, including by providing school personnel with effective strategies.

(b) Developing positive learning environments that promote strong relationships among students, faculty, and staff to help enhance the learning environment and prevent bullying, violence, and disruptive actions that can diminish the opportunity to receive a high-quality education.

(c) Protecting free speech in order to allow for the discussion of diverse ideas or viewpoints.

Proposed Priority 11—Ensuring that Service Members, Veterans, and Their Families Have Access to High-Quality Educational Choices.

⁴⁰ Musu-Gillette, L., Zhang, A., Wang, K., Zhang, J., and Oudekerk, B.A. (2017). *Indicators of School Crime and Safety: 2016* (NCEES 2017–084/NCJ 250650). U.S. Department of Education, National Center for Education Statistics and Bureau of Justice Statistics, Office of Justice Programs, U.S. Department of Justice. Washington, DC. Available at: <https://nces.ed.gov/pubs2017/2017084.pdf>.

⁴¹ *Ibid.*

⁴² *Ibid.*

Background:

It is essential to provide our Nation's veterans and service members with the resources necessary to continue their education and seek a path to a career outside of the military. In the 2011–12 school year, 1.3 million military students were enrolled as undergraduate or graduate students, a significant 22 percent increase from the 2008–09 school year.⁴³ However, despite the many education and training opportunities provided in the Post-9/11 GI Bill and through other programs, a 2013 survey found that fewer than half of Iraq and Afghanistan veterans had taken advantage of the financial aid benefits available to them.⁴⁴ These opportunities must be made easier to use and their benefits more clearly communicated.

When they enroll in higher education, military- and veteran-connected postsecondary students frequently have different needs from other students. Unfortunately, the quality of services provided to these students can vary substantially.⁴⁵ Such students are also more likely to experience obstacles to the successful completion of their programs, such as disruptions due to transfers, unit activities, or deployments. Despite these barriers, many military- and veteran-connected students have succeeded in higher education. A recent study of veterans who used the Post-9/11 GI Bill to pursue higher education found that approximately 72 percent have either earned a postsecondary degree or are continuing to work toward a certificate or degree.⁴⁶

In addition, it is critical to support the educational opportunities and achievement of military- or veteran-

⁴³ Radford, A.W., Bentz, A., Dekker, R., & Paslov, J. (2016). *After the Post-9/11 GI Bill: A Profile of Military Service Members and Veterans Enrolled in Undergraduate and Graduate Education*. Stats in Brief. (NCES 2016–435). U.S. Department of Education, National Center for Education Statistics. Washington, DC. Available at: nces.ed.gov/pubs2016/2016435.pdf.

⁴⁴ After the War—Washington Post-Kaiser Family Foundation (2013) survey of Afghanistan and Iraq war veterans. Available at: www.washingtonpost.com/page/2010/2010/2010/WashingtonPost/2015/10/20/National-Politics/Polling/question_13812.xml.

⁴⁵ Queen, B., Lewis, L., & Ralph, J. (2014). *Services and Support Programs for Military Service Members and Veterans at Postsecondary Institutions, 2012–13*. U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics. Available at: <https://nces.ed.gov/pubs2014/pubsinfo.asp?pubid=2014017>.

⁴⁶ Cate, C.A., Lyon, J., Schmolding, J., & Bogue, B.Y. (2017). *National Veteran Education Success Tracker: A Report on the Academic Success of Student Veterans Using the Post-9/11 GI Bill*. Student Veterans of America. Available at: http://invest.studentveterans.org/wp-content/uploads/2017/03/NVET-Report_FINAL.pdf.

connected students in elementary and secondary education. In 2015, the Department of Defense reported there were almost 1.8 million military-connected children and slightly more than 1 million military spouses.⁴⁷ Many military families experience frequent moves that require their children to change schools, leading to additional challenges and stresses.⁴⁸

Proposed Priority:

Projects that are designed to address the academic needs of military- or veteran-connected students (as defined in this notice).

Types of Priorities:

When inviting applications for a competition using one or more priorities, we designate the type of each priority as absolute, competitive preference, or invitational through a notice in the **Federal Register**. The effect of each type of priority follows:

Absolute priority: Under an absolute priority, we consider only applications that meet the priority (34 CFR 75.105(c)(3)).

Competitive preference priority:

Under a competitive preference priority, we give competitive preference to an application by (1) awarding additional points, depending on the extent to which the application meets the priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the priority over an application of comparable merit that does not meet the priority (34 CFR 75.105(c)(2)(ii)).

Invitational priority: Under an invitational priority, we are particularly interested in applications that meet the priority. However, we do not give an application that meets the priority a preference over other applications (34 CFR 75.105(c)(1)).

Proposed Definitions:

The Secretary proposes the following definitions for use in any Department discretionary grant program.

Children or students with high needs means children or students at risk of educational failure or otherwise in need of special assistance or support, such as children and students who are living in poverty, who are English learners, who are academically far below grade level, who have left school before receiving a regular high school diploma, who are at risk of not graduating with a regular

⁴⁷ U.S. Department of Defense, Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy (2015). 2015 Demographics: Profile of the Military Community. Available at: <http://download.militaryonesource.mil/12036/MOS/Reports/2015-Demographics-Report.pdf>.

⁴⁸ Clever, Molly M., and Segal, D.R. (2013). *The Demographics of Military Children and Families. The Future of Children* 23(2), 13–39.

high school diploma on time, who are homeless, who are in foster care, who have been incarcerated, or are children or students with disabilities.

Computer science means the study of computers and algorithmic processes and includes the study of computing principles and theories, computational thinking, computer hardware, software design, coding, analytics, and computer applications.

Computer science often includes computer programming or coding as a tool to create software including applications, games, Web sites, and tools to manage or manipulate data; development and management of computer hardware and the other electronics related to sharing, securing, and using digital information.

In addition to coding, the expanding field of computer science emphasizes computational thinking and interdisciplinary problem-solving to equip students with the skills and abilities necessary to apply computation in our digital world.

Computer science does not include using a computer for everyday activities, such as browsing the internet; use of tools like word processing, spreadsheets or presentation software; or using computers in the study and exploration of unrelated subjects.

Educational choice means the opportunity for a student (or a family member on their behalf) to create a personalized path for learning that is consistent with applicable Federal, State, and local laws, is in an educational setting that best meets the student's needs, and, where possible, incorporates evidence-based activities, strategies, and interventions.⁴⁹ Opportunities made available to a student through a grant program are those that supplement what is provided by a student's geographically assigned school or the institution in which he or she is currently enrolled and may include one or more of the options listed below:

(1) Public educational programs or courses including those offered by traditional public schools, public charter schools, public magnet schools, public online education providers, or other public education providers.

(2) Private or home-based educational programs or courses including those offered by private schools, private online providers, private tutoring providers, community or faith-based

organizations, or other private education providers.

(3) Internships, apprenticeships, or other programs offering access to learning in the workplace.

(4) Part-time coursework or career preparation offered by a public or private provider in person or through the internet or another form of distance learning, that serves as a supplement to full-time enrollment at an educational institution, as a stand-alone program leading to a credential, or as a supplement to education received in a homeschool setting.

(5) Dual or concurrent enrollment programs or early college high schools (as defined in section 8101(15) and (17) of the Elementary and Secondary Education Act, as amended), or other programs that enable secondary school students to begin earning credit toward a postsecondary degree or credential prior to high school graduation.

(6) Access to services or programs for aspiring or current postsecondary students not offered by the institution in which they are currently enrolled to support retention and graduation.

(7) Other educational services including credit-recovery, accelerated learning, and tutoring. *High-poverty school* means a school in which at least 50 percent of students are from low-income families as determined using one of the measures of poverty specified under section 1113(a)(5) of the Elementary and Secondary Education Act, as amended. For middle and high schools, eligibility may be calculated on the basis of comparable data from feeder schools. Eligibility as a high-poverty school under this definition is determined on the basis of the most currently available data.

Military- or veteran-connected student means one or more of the following:

(a) A child participating in an early learning and development program, a student enrolled in preschool through grade 12, or a student enrolled in postsecondary education or career and technical education, who has a parent or guardian who is a member of the uniformed services (as defined by 37 U.S.C. 101, in the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, National Oceanic and Atmospheric Administration, or Public Health Service) or is a veteran of the uniformed services with an honorable discharge (as defined by 38 U.S.C. 3311).

(b) A student who is a member of the uniformed services, a veteran of the uniformed services, or the spouse of a service member or veteran.

(c) A child participating in an early learning and development program or a

student enrolled in preschool through grade 12 or in a postsecondary education program who has a parent or guardian who is a veteran of the uniformed services (as defined by 37 U.S.C. 101).

Rural local educational agency means a local educational agency that is eligible under the Small Rural School Achievement (SRSA) program or the Rural and Low-Income School (RLIS) program authorized under Title V, Part B of the Elementary and Secondary Education Act, as amended. Eligible applicants may determine whether a particular district is eligible for these programs by referring to information on the Department's Web site at www2.ed.gov/ncib/freedom/local/reap.html.

Final Priorities and Definitions:

We will announce the final priorities and definitions in a notice in the **Federal Register**. We will determine the final priorities and definitions after considering responses to this notice and other information available to the Department. This notice does not preclude us from proposing additional priorities, requirements, definitions, or selection criteria, subject to meeting applicable rulemaking requirements.

Note: This notice does not solicit applications. In any year in which we choose to use one or more of these priorities or definitions, we invite applications through a notice in the **Federal Register**.

Executive Orders 12866, 13563, and 13771

Regulatory Impact Analysis

Under Executive Order 12866, the Secretary must determine whether this regulatory action is "significant" and, therefore, subject to the requirements of the Executive order and subject to review by the Office of Management and Budget (OMB). Section 3(f) of Executive Order 12866 defines a "significant regulatory action" as an action likely to result in a rule that may—

(1) Have an annual effect on the economy of \$100 million or more, or adversely affect a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or State, local, or tribal governments or communities in a material way (also referred to as an "economically significant" rule);

(2) Create serious inconsistency or otherwise interfere with an action taken or planned by another agency;

(3) Materially alter the budgetary impacts of entitlement grants, user fees, or loan programs or the rights and obligations of recipients thereof; or

⁴⁹ U.S. Department of Education, Office of Elementary and Secondary Education (2016). Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments. Available at: <https://www2.ed.gov/policy/elsec/leg/essa/guidanceusingevidenceinvestment.pdf>.

(4) Raise novel legal or policy issues arising out of legal mandates, the President's priorities, or the principles stated in the Executive order.

This proposed regulatory action is a significant regulatory action subject to review by OMB under section 3(f) of Executive Order 12866.

Under Executive Order 13771, for each new regulation that the Department proposes for notice and comment or otherwise promulgates that is a significant regulatory action under Executive Order 12866, it must identify two deregulatory actions. Beginning with Fiscal Year 2017, any new incremental costs associated with a new regulation must be fully offset by the elimination of existing costs through deregulatory actions. Although this regulatory action is a significant regulatory action, the requirements of Executive Order 13771 do not apply because this regulatory action is a "transfer rule" not covered by the Executive order.

We have also reviewed this proposed regulatory action under Executive Order 13563, which supplements and explicitly reaffirms the principles, structures, and definitions governing regulatory review established in Executive Order 12866. To the extent permitted by law, Executive Order 13563 requires that an agency—

(1) Propose or adopt regulations only upon a reasoned determination that their benefits justify their costs (recognizing that some benefits and costs are difficult to quantify);

(2) Tailor its regulations to impose the least burden on society, consistent with obtaining regulatory objectives and taking into account—among other things and to the extent practicable—the costs of cumulative regulations;

(3) In choosing among alternative regulatory approaches, select those approaches that maximize net benefits (including potential economic, environmental, public health and safety, and other advantages; distributive impacts; and equity);

(4) To the extent feasible, specify performance objectives, rather than the behavior or manner of compliance a regulated entity must adopt; and

(5) Identify and assess available alternatives to direct regulation, including economic incentives—such as user fees or marketable permits—to encourage the desired behavior, or provide information that enables the public to make choices.

Executive Order 13563 also requires an agency "to use the best available techniques to quantify anticipated present and future benefits and costs as accurately as possible." The Office of

Information and Regulatory Affairs of OMB has emphasized that these techniques may include "identifying changing future compliance costs that might result from technological innovation or anticipated behavioral changes."

We are issuing these proposed priorities and definitions only on a reasoned determination that their benefits will justify their costs. In choosing among alternative regulatory approaches, we selected the approach that will maximize net benefits. Based on the analysis that follows, the Department believes that this regulatory action is consistent with the principles in Executive Order 13563.

We also have determined that this regulatory action will not unduly interfere with State, local, and tribal governments in the exercise of their governmental functions.

In accordance with these Executive orders, the Department has assessed the potential costs and benefits, both quantitative and qualitative, of this regulatory action. The potential costs associated with this regulatory action are those resulting from regulatory requirements and those we have determined are necessary for administering the Department's programs and activities.

Discussion of Costs and Benefits:

The proposed priorities and definitions would impose minimal costs on entities that would receive assistance through the Department's discretionary grant programs. Additionally, the benefits of implementing the proposal contained in this notice outweigh any associated costs because it would result in the Department's discretionary grant programs encouraging the submission of a greater number of high-quality applications and supporting activities that reflect the Administration's educational priorities.

Application submission and participation in a discretionary grant program are voluntary. The Secretary believes that the costs imposed on applicants by the proposed priorities would be limited to paperwork burden related to preparing an application for a discretionary grant program that is using a priority in its competition. Because the costs of carrying out activities would be paid for with program funds, the costs of implementation would not be a burden for any eligible applicants, including small entities.

Regulatory Flexibility Act Certification: For these reasons as well, the Secretary certifies that these proposed priorities and definitions would not have a significant economic

impact on a substantial number of small entities.

Intergovernmental Review: Some of the programs affected by these proposed priorities and definitions are subject to Executive Order 12372 and the regulations in 34 CFR part 79. One of the objectives of the Executive order is to foster an intergovernmental partnership and a strengthened federalism. The Executive order relies on processes developed by State and local governments for coordination and review of proposed Federal financial assistance.

This document provides early notification of our specific plans and actions for these programs.

Accessible Format: Individuals with disabilities can obtain this document in an accessible format (e.g., braille, large print, audiotope, or compact disc) on request to the program contact person listed under **FOR FURTHER INFORMATION CONTACT**.

Electronic Access to This Document: The official version of this document is the document published in the **Federal Register**. Free internet access to the official edition of the **Federal Register** and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys. At this site you can view this document, as well as all other documents of this Department published in the **Federal Register**, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the **Federal Register** by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Betsy DeVos,

Secretary of Education.

[PR Doc. 2017-22127 Filed 10-11-17; 8:45 am]

BILLING CODE 4000-01-P

DEPARTMENT OF ENERGY

Biological and Environmental Research Advisory Committee

AGENCY: Office of Science, Department of Energy.

ACTION: Notice of open meeting.

SUMMARY: This notice announces a meeting of the Biological and Environmental Research Advisory Committee (BERAC). The Federal Advisory Committee Act requires that

DRAFT AND DELIBERATIVE

ATTACHMENT B

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DRAFT AND DELIBERATIVE

Wandering Resource Document- DRAFT

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Sent: Tuesday, June 12, 2018 11:34 AM
To: Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Lee, Ebony; Arabo, Melody; Morrow, Jean; Hinton, Anna; Kole, Adina
Cc: Venable, Joshua; Miller, Meredith; Hammer, Victoria; McHugh, Erin
Attachments: 11.16.2017 Policy Committee Agenda- DRAFT.pdf

It's the official return of the policy committee! These meetings will occur bi-weekly on Thursday for up to 90 minutes. Please do not forward this invitation. If you are unable to attend and would like to nominate a surrogate, please email Ebony directly.

General Format:

30 Minutes – Policy Idea Discussion

30 Minutes – Policy Decisions

30 Minutes (if needed) – Fire Drills (last minute, unexpected issues that are time sensitive)

Discussion and Decision items need to be submitted 48 hours in advance. That means no later than EOD on Tuesdays before the Thursday meeting. Those should be sent to Ebony with a CC to Martha Davis. If you have any questions or concerns, please feel free to reach out. Thanks!

See you all Thursday!



BRIEFING MEMO

Thursday, November 16, 2017

11:00 a.m. – 12:30 p.m. (EDT)

For deliberative purposes only

- Extension of the existing Opportunity Scholarship Program grant in FY 2018 – Presented by Anna Hinton

(b)(5)

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF
- Anna Hinton
- Adina Kole

BRIEFING MEMORANDUM

TO: Policy Committee

FROM: OII

INPUT: OGC, Budget Service

DATE: November 9, 2017

RE: Extension of the existing Opportunity Scholarship Program grant in FY 2018

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ED-17-0091-U-000252



ED 17-01479-F 252 (Aug 19)

From:

Sent: Tuesday, June 12, 2018 11:34 AM

To: Davis, Martha; Lee, Ebony; Arabo, Melody; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa

Cc: Hammer, Victoria; McHugh, Erin; Venable, Joshua; Miller, Meredith

Sent: Tuesday, June 12, 2018 11:34 AM
To: Lee, Ebony; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Arabo, Melody; Wooten, Michael; Ramirez, Lisa; Brogan, Frank; Davis, Martha; Lee, Ebony; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Hinton, Anna; Arabo, Melody; Wooten, Michael; Ramirez, Lisa; Leu, Sharon; Betka, Sue; Brogan, Frank; Ramakis, Jessica
Cc: Venable, Joshua; Hammer, Victoria; Miller, Meredith; McHugh, Erin; Venable, Joshua; Hammer, Victoria; Miller, Meredith; McHugh, Erin
Attachments: 11.2.2017 Policy Committee Meeting Agenda- DRAFT.pdf

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See you all Thursday!



BRIEFING MEMO

Thursday, November 2, 2017

11:30 a.m. – 12:30 p.m. (EDT)

For deliberative purposes only

- ServeMinnesota – Presented by Sharon Leu

(b)(5)

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

- Sharon Leu
- Sue Bedka

MEMORANDUM

To: Policy Committee

From: OET

Input: OGC, OSERS, IES, ODS

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ATTACHMENT FOR EDGAR REVISIONS

Update: EDGAR Evidence Revisions
May 10, 2017

Content

The Every Student Succeeds Act (ESSA) made some minor changes to the evidence framework that currently exists in the Education Department General Administrative Regulations (commonly referred to as EDGAR). (b)(5)

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Sent: Tuesday, June 12, 2018 11:35 AM
To: Mahaffie, Lynn; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Chism, Monique; Kelly, Patrick; Menashi, Steven; Lee, Ebony; Richey, Kimberly; Hawes, Michael
Cc: Venable, Joshua; Ham, Holly; Greene, Matthew; Hammer, Victoria; Styles, Kathleen; Arabo, Melody; Friendly, Deborah; Zulfiqar, Hasan; Wilson, Linda
Attachments: UPDATED 7.14.2017 Policy Committee Agenda DRAFT.pdf

Attached is the UPDATED agenda for today's meeting

It's the official return of the policy committee! These meetings will occur bi-weekly on Thursday for up to 90 minutes. Please do not forward this invitation. If you are unable to attend and would like to nominate a surrogate, please email Ebony directly.

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See you all Thursday!

Call in Number:

Dial: (b)(6)
Participant Code (b)(6)



BRIEFING ITEM

Friday, July 14, 2017

4:00 – 5:30 a.m. (EDT)

"For deliberative purposes only"

- Student Privacy and the Use of Artificial Intelligence in Assessments – Michael Torres

(b)(5)

- CHAIRPERSON: DEAN GUSTAFSON, CHAIRPERSON: CHLOE OPLEND, CHAIRMAN: TAE

Michael Torres

- Frances Rooney
- Emily Hays
- Margaret Hawes
- Leonard Libenoff
- Jason Zulficar

RAW57D - Context Privacy and the Use of ACT/SAT for Title I Assessments

For: Policy Committee

From: Nicholas S. Ryan, Chair

Date: August 1, 2017

Program: Title I, Privacy

For Comment: Michael Lawler

For Support: Jason Gault, Patrick Ramsey

For Opposition: Deborah Brinkley, Lisa

Zulfigar

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Sent: Tuesday, June 12, 2018 11:35 AM
To: Richey, Kimberly; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Eitel, Robert; Menashi, Steven; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Lee, Ebony; Arabo, Melody; Morrow, Jean; Brickman, Michael; Ramakis, Jessica; Braga, Leticia
Cc: Venable, Joshua; Miller, Meredith; Hammer, Victoria; McHugh, Erin; Malawer, Hilary; Petracca, Ronald
Attachments: 12.15.2017 Policy Committee Meeting Agenda- DRAFT.pdf

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See you all Thursday!



BRIEFING MEMO

Friday, December 15, 2017

10:00 a.m. – 11:30 a.m. (EST)

For deliberative purposes only

- Supplemental Priorities – Presented by Victoria Hammer
 - Overview: The U.S. Department of Education (ED) has released the Secretary's proposed priorities for ED's competitive grant programs and launched the 30-day public comment period. Once we consider the comments received and issue the Secretary's final priorities, the Secretary may choose to use one or more of them in competitions for new discretionary grant awards this year and in future years. These priorities align with the vision set forth by the Secretary in support of high-quality educational opportunities for students of all ages.
 - See Attachments

- OS, ODS, OGC, OUS, OESE, OLCA, OH, OSERS, OPE, OPEPD, OCTAE, TAF

- Victoria Hammer
- Michael Brickman
- Jessica Ramakis
- Leticia Braga

The Secretary's Supplemental Priorities

December 15, 2017

The U.S. Department of Education (ED) has released the Secretary's proposed priorities for ED's competitive grant programs and launched the 30-day public comment period. Once we consider the comments received and issue the Secretary's final priorities, the Secretary may choose to use one or more of them in competitions for new discretionary grant awards this year and in future years. These priorities align with the vision set forth by the Secretary in support of high-quality educational opportunities for students of all ages.

The final priorities are:

2. Promoting Innovation and Efficiency, Streamlining Education with an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers
3. Fostering Flexible and Affordable Paths to Obtaining Knowledge and Skills
4. Fostering Knowledge and Promoting the Development of Skills that Prepare Students to be Informed, Thoughtful, and Productive Individuals and Citizens
5. Meeting the Unique Needs of Students And Children, including those with Disabilities and/or with Unique Gifts and Talents
6. Promoting Science, Technology, Engineering, or Math (STEM) Education, With a Particular Focus on Computer Science²
7. Promoting Literacy
8. Promoting Effective Instruction in Classrooms and Schools.
9. Promoting Economic Opportunity
10. Encouraging Freedom of Speech and Civil Interactions in a Safe Educational Environment³
Improved School Climate and Safer and More Respectful Interactions in a Positive and Safe Educational Environment
11. Ensuring that Service Members, Veterans, and Their Families Have Access to High-Quality Educational Choices

¹ Revised from *Empowering Families to Choose a High-Quality Education that Meets Their Child's Unique Needs* to address commenters representing adult learners.

² Revised from *Promoting Science, Technology, Engineering, and Math (STEM) Education, With a Particular Focus on Computer Science* to keep the priority flexible such that applicants can focus on a single area within STEM and computer science.

³ Revised from *Encouraging Improved School Climate and Safer and More Respectful Interactions in a Positive and Safe Educational Environment* to address commenter concerns and internal feedback.

Sent: Tuesday, June 12, 2018 11:35 AM
To: Lee, Ebony; Arabo, Melody; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Bell-Ellwanger, Jenn; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Morrow, Jean; Abramczyk, Nicholas; Snow, McKenzie; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Morrow, Jean; Lee, Ebony; Arabo, Melody; Snow, McKenzie; Abramczyk, Nicholas
Cc: Hammer, Victoria; McHugh, Erin; Venable, Joshua; Miller, Meredith; McCloskey, Amber; Venable, Joshua; Miller, Meredith; Hammer, Victoria; McHugh, Erin; McCloskey, Amber
Attachments: 1.11.2018 Policy Committee Agenda- DRAFT.pdf

PLEASE NOTE THE CHANGE IN LOCATION

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General Format:

30 Minutes – Policy Idea Discussion

30 Minutes – Policy Decisions

30 Minutes (if needed) – Fire Drills (last minute, unexpected issues that are time sensitive)

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See you all Thursday!



BRIEFING MEMO

Thursday, January 11, 2018

11:00 a.m. – 12:30 p.m. EST

For deliberative purposes only

- Supplement Not Supplant Guidance – Presented by Jason Botel

(b)(5)

○ See Attachments

- OS, ODS, OGC, OUS, OESE, OLCA, OIL, OSERS, OPE, OPEPD, OCTAE, TAF

ATTACHMENT A

**GUIDANCE FOR THE SUPPLEMENT-NOT-SUPPLANT REQUIREMENT OF TITLE
I, PART A IN ESEA AS AMENDED BY ESSA**

(b)(5)

ATTACHMENT B

**GUIDANCE ON SUPPLEMENT NOT SUPPLANT
UNDER TITLE I, PART A OF THE ELEMENTARY
AND SECONDARY EDUCATION ACT OF 1965**

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

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of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

Sent: Tuesday, June 12, 2018 11:39 AM
To: Botel, Jason; Lee, Ebony; Arabo, Melody; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Bell-Ellwanger, Jenn; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Morrow, Jean; Snow, McKenzie; Abramczyk, Nicholas; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Bell-Ellwanger, Jenn; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Morrow, Jean; Snow, McKenzie; Abramczyk, Nicholas; Lee, Ebony; Arabo, Melody
Cc: Hammer, Victoria; McHugh, Erin; McCloskey, Amber; Venable, Joshua; Miller, Meredith; Talbert, Kent; Venable, Joshua; Miller, Meredith; Talbert, Kent; Hammer, Victoria; McHugh, Erin; McCloskey, Amber
Attachments: 2.22.2018 Policy Committee Agenda- DRAFT.pdf

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See you all Thursday!



BRIEFING MEMO

Thursday, February 22, 2018

11:00 a.m. – 12:30 p.m. EST

For deliberative purposes only

- Recommendations for Clarifying High School Graduation Rate Requirements – Presented by Jason Botel

(b)(5)

- OS, ODS, OGC, OUS, OESE, OLCA, OIL, OSERS, OPE, OPEPD, OCTAE, TAF

ATTACHMENT A



UNITED STATES DEPARTMENT OF EDUCATION

February 20, 2018

ACTION

MEMORANDUM FOR: Policy Committee

FROM: Jason Botel, Principal Deputy Assistant Secretary
Office of Elementary and Secondary Education

SUBJECT: Recommendations for Clarifying High School Graduation Rate
Requirements

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Sent: Tuesday, June 12, 2018 11:40 AM
To: Botel, Jason; Conaty, Joe; Rosenfelt, Phil; Manning, James; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Morrow, Jean; Snow, McKenzie; Abramczyk, Nicholas; Lee, Ebony; Arabo, Melody; Hammer, Victoria; Ramakis, Jessica; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Morrow, Jean; Snow, McKenzie; Abramczyk, Nicholas; Lee, Ebony; Arabo, Melody; Hammer, Victoria; Ramakis, Jessica
Cc: Venable, Joshua; Miller, Meredith; Talbert, Kent; McHugh, Erin; McCloskey, Amber; Collett, Johnny; Venable, Joshua; Miller, Meredith; Talbert, Kent; Kissel, Adam; McHugh, Erin; McCloskey, Amber; Collett, Johnny
Attachments: 3.22.2018 Policy Committee Meeting Agenda- DRAFT.pdf

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See you all Thursday!



BRIEFING MEMO

Thursday, March 22, 2018

11:00 a.m. – 12:30 p.m. EST

For deliberative purposes only

- Accountability for Promises Of Campus Free Speech- Presented by Adam Kissel

(b)(5)

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF
- Adam Kissel, OPE

ATTACHMENT A

BRIEFING FOR POLICY COMMITTEE
ACCOUNTABILITY FOR PROMISES OF CAMPUS FREE SPEECH

Thursday, March 22, 2018, 11:00 a.m.
Staff Contact: Adam Kissel, 202-453-7337

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Sent: Tuesday, June 12, 2018 11:40 AM
To: Ramakis, Jessica; Hammer, Victoria; Abramczyk, Nicholas; Snow, McKenzie; Morrow, Jean; Ramirez, Lisa; Wooten, Michael; Arabo, Melody; Oppenheim, Peter; Richey, Kimberly; Menashi, Steven; Eitel, Robert; Mahaffie, Lynn; Smith, Kathleen; Ryder, Ruth; Anderson, Margo; Petersen, Molly; McFadden, Elizabeth; Botel, Jason; Manning, James; Rosenfelt, Phil; Conaty, Joe; Lee, Ebony; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Morrow, Jean; Snow, McKenzie; Abramczyk, Nicholas; Jones, Diane; Schneider, Mark; Lee, Ebony; Arabo, Melody; Hammer, Victoria; Ramakis, Jessica; Hill, Elizabeth; Pelton, Charles; Tschantz, Jennifer; Viana, Jose; Rimdzius, Tracy; Stulich, Stephanie
Cc: Collett, Johnny; Talbert, Kent; McCloskey, Amber; McHugh, Erin; Miller, Meredith; Venable, Joshua; Venable, Joshua; Miller, Meredith; Talbert, Kent; McHugh, Erin; McCloskey, Amber; Collett, Johnny; Pena, Alexandra
Attachments: 5.17.2018 Policy Committee Agenda.pdf
Importance: High

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See you all Thursday!



BRIEFING MEMO

Thursday, May 17, 2018

11:00 a.m. – 12:30 p.m. EST

For deliberative purposes only

- Pay for Success – Presented by Jessica Ramakis

(b)(5)

- ESSA Research Evaluation Presented by Victoria Hammer

(b)(5)

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

- Jennifer Tschantz
- Jose Viana
- Tracy Rindzius
- Stephanie Stullich

Pay For Success
at the
U.S. Department of Education

.....

May 11, 2018



- Introduction to the Pay for Success Model
- ED's Pay for Success Initiatives
- The Social Impact Partnerships to Pay for Results Act (SIPPRA)
- Discussion
- Appendix with Common Questions

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

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of the Freedom of Information and Privacy Act

[REDACTED]

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Research and Evaluation Activities Under the Every Student Succeeds Act (ESSA)
Policy Committee on May 17, 2018

(b)(5)

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Attachment A
Section 8601 of the ESSA

SEC. 8601. [20 U.S.C. 7981] EVALUATIONS.

(a) RESERVATION OF FUNDS.—Except as provided in subsection (b) and (e), the Secretary, in consultation with the Director of the Institute of Education Sciences, may reserve not more than 0.5 percent of the amount appropriated for each program authorized under this Act to carry out activities under this section. If the Secretary elects to make a reservation under this subsection, the reserved amounts—

(1) shall first be used by the Secretary, acting through the Director of the Institute of Education Sciences, to—

(A) conduct comprehensive, high-quality evaluations of the programs that—

- (i) are consistent with the evaluation plan under subsection (d); and
- (ii) primarily include impact evaluations that use experimental or quasi-experimental designs, where practicable and appropriate, and other rigorous methodologies that permit the strongest possible causal inferences;

(B) conduct studies of the effectiveness of the programs and the administrative impact of the programs on schools and local educational agencies; and

(C) widely disseminate evaluation findings under this section related to programs authorized under this Act—

- (i) in a timely fashion;
- (ii) in forms that are understandable, easily accessible, usable, and adaptable for use in the improvement of educational practice;
- (iii) through electronic transfer and other means, such as posting, as available, to the websites of State educational agencies, local educational agencies, the Institute of Education Sciences, or the Department, or in another relevant place; and
- (iv) in a manner that promotes the utilization of such findings; and

(2) may be used by the Secretary, acting through the Director of the Institute of Education Sciences—

(A) to evaluate the aggregate short- and long-term effects and cost efficiencies across—

- (i) Federal programs assisted or authorized under this Act; and
- (ii) related Federal early childhood education programs, preschool programs, elementary school programs, and secondary school programs, under any other Federal law;

(B) to increase the usefulness of the evaluations conducted under this section by improving the quality, timeliness, efficiency, and use of information relating to performance to promote continuous improvement of programs assisted or authorized under this Act; and

(C) to assist recipients of grants under such programs in collecting and analyzing data and other activities related to conducting high-quality evaluations under paragraph (1).

(b) TITLE I.—The Secretary, acting through the Director of the Institute of Education Sciences, shall use funds authorized under section 1002(e) to carry out evaluation activities under this section related to title I, and shall not reserve any other money from such title for evaluation.

(c) CONSOLIDATION.—Notwithstanding any other provision of this section or section 1002(e), the Secretary, in consultation with the Director of the Institute of Education Sciences—

(1) may consolidate the funds reserved under subsections (a) and (b) for purposes of carrying out the activities under subsection (a)(1); and

(2) shall not be required to evaluate under subsection (a)(1) each program authorized under this Act each year.

(d) EVALUATION PLAN.—The Director of the Institute of Education Sciences, shall, on a biennial basis, develop, submit to Congress, and make publicly available an evaluation plan, that—

(1) describes the specific activities that will be carried out under subsection (a) for the 2-year period applicable to the plan, and the timelines of such activities;

(2) contains the results of the activities carried out under subsection (a) for the most recent 2-year period; and

(3) describes how programs authorized under this Act will be regularly evaluated.

(e) EVALUATION ACTIVITIES AUTHORIZED ELSEWHERE.—If, under any other provision of this Act, funds are authorized to be reserved or used for evaluation activities with respect to a program, the Secretary may not reserve additional funds under this section for the evaluation of that program.

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Sent: Tuesday, June 12, 2018 11:41 AM
To: Mahaffie, Lynn; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Goad, Robert; Bell-Ellwanger, Jenn; Ford, Kim R.; Eitel, Robert; Chism, Monique; Kelly, Patrick; Menashi, Steven; Lee, Ebony; Richey, Kimberly; Hawes, Michael
Cc: Venable, Joshua; Ham, Holly; Greene, Matthew; Hammer, Victoria; Styles, Kathleen; Arabo, Melody; Friendly, Deborah; Zulfiqar, Hasan; Wilson, Linda
Attachments: UPDATED 7.14.2017 Policy Committee Agenda DRAFT.pdf

Attached is the UPDATED agenda for today's meeting

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See you all Thursday!

Call in Number:

Dial: (b)(6)
Participant Code (b)(6)



BRIEFING ITEM

Friday, July 14, 2017

4:00 – 5:30 a.m. (EDT)

"For deliberative purposes only"

- Student Privacy and the Use of Video Surveillance in Schools – Michael Torres

(b)(5)

- CHAIRPERSON: DEAN GUSTAFSON, CHAIRPERSONS: CHAIRPERSON: DEAN GUSTAFSON

Michael Torres

- Thomas Rooney
- David Hays
- Vincent Hayes
- Ronald L. Hays
- Jason Zulficar

RAW51D - Context Privacy and the Use of ACT/SAT for Title I Assessments

For: Policy Committee

For: Member: Michael Lawler

From: Nicholas Sabin, Chair

Staff: Anthony Jason Gault, Patrick Kinsley

Date: August 1, 2017

CC: Rick Santorum, Deborah Brinkley, Lisa

Program: Public Policy

Zachary

(b)(5)

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

Withheld pursuant to exemption

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Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act

Sent: Tuesday, June 12, 2018 11:42 AM
To: Ramakis, Jessica; Hammer, Victoria; Abramczyk, Nicholas; Snow, McKenzie; Morrow, Jean; Ramirez, Lisa; Wooten, Michael; Arabo, Melody; Oppenheim, Peter; Richey, Kimberly; Menashi, Steven; Eitel, Robert; Mahaffie, Lynn; Smith, Kathleen; Ryder, Ruth; Anderson, Margo; Petersen, Molly; McFadden, Elizabeth; Botel, Jason; Manning, James; Rosenfelt, Phil; Conaty, Joe; Lee, Ebony; Davis, Martha; Conaty, Joe; Rosenfelt, Phil; Manning, James; Botel, Jason; McFadden, Elizabeth; Petersen, Molly; Anderson, Margo; Ryder, Ruth; Smith, Kathleen; Mahaffie, Lynn; Goad, Robert; Eitel, Robert; Menashi, Steven; Richey, Kimberly; Oppenheim, Peter; Wooten, Michael; Ramirez, Lisa; Morrow, Jean; Snow, McKenzie; Abramczyk, Nicholas; Jones, Diane; Schneider, Mark; Lee, Ebony; Arabo, Melody; Hammer, Victoria; Ramakis, Jessica; Hill, Elizabeth; Pelton, Charles; Tschantz, Jennifer; Viana, Jose; Rimdzius, Tracy; Stullich, Stephanie
Cc: Collett, Johnny; Talbert, Kent; McCloskey, Amber; McHugh, Erin; Miller, Meredith; Venable, Joshua; Venable, Joshua; Miller, Meredith; Talbert, Kent; McHugh, Erin; McCloskey, Amber; Collett, Johnny; Pena, Alexandra
Attachments: 5.17.2018 Policy Committee Agenda.pdf
Importance: High

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See you all Thursday!



BRIEFING MEMO

Thursday, May 17, 2018

11:00 a.m. – 12:30 p.m. EST

For deliberative purposes only

- Pay for Success – Presented by Jessica Ramakis

(b)(5)

- ESSA Research Evaluation Presented by Victoria Hammer

(b)(2); (b)(5)

- OS, ODS, OGC, OUS, OESE, OLCA, OII, OSERS, OPE, OPEPD, OCTAE, TAF

- Jennifer Tschantz
- Jose Viana
- Tracy Rindzius
- Stephanie Stullich

Pay For Success
at the
U.S. Department of Education

.....

May 11, 2018



- Introduction to the Pay for Success Model
- ED's Pay for Success Initiatives
- The Social Impact Partnerships to Pay for Results Act (SIPPRA)
- Discussion
- Appendix with Common Questions

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Research and Evaluation Activities Under the Every Student Succeeds Act (ESSA)
Policy Committee on May 17, 2018

(b)(5)

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Attachment A
Section 8601 of the ESSA

SEC. 8601. [20 U.S.C. 7981] EVALUATIONS.

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(1) shall first be used by the Secretary, acting through the Director of the Institute of Education Sciences, to—

(A) conduct comprehensive, high-quality evaluations of the programs that—

- (i) are consistent with the evaluation plan under subsection (d); and
- (ii) primarily include impact evaluations that use experimental or quasi-experimental designs, where practicable and appropriate, and other rigorous methodologies that permit the strongest possible causal inferences;

(B) conduct studies of the effectiveness of the programs and the administrative impact of the programs on schools and local educational agencies; and

(C) widely disseminate evaluation findings under this section related to programs authorized under this Act—

- (i) in a timely fashion;
- (ii) in forms that are understandable, easily accessible, usable, and adaptable for use in the improvement of educational practice;
- (iii) through electronic transfer and other means, such as posting, as available, to the websites of State educational agencies, local educational agencies, the Institute of Education Sciences, or the Department, or in another relevant place; and
- (iv) in a manner that promotes the utilization of such findings; and

(2) may be used by the Secretary, acting through the Director of the Institute of Education Sciences—

(A) to evaluate the aggregate short- and long-term effects and cost efficiencies across—

- (i) Federal programs assisted or authorized under this Act; and
- (ii) related Federal early childhood education programs, preschool programs, elementary school programs, and secondary school programs, under any other Federal law;

(B) to increase the usefulness of the evaluations conducted under this section by improving the quality, timeliness, efficiency, and use of information relating to performance to promote continuous improvement of programs assisted or authorized under this Act; and

(C) to assist recipients of grants under such programs in collecting and analyzing data and other activities related to conducting high-quality evaluations under paragraph (1).

(b) TITLE I.—The Secretary, acting through the Director of the Institute of Education Sciences, shall use funds authorized under section 1002(e) to carry out evaluation activities under this section related to title I, and shall not reserve any other money from such title for evaluation.

(c) CONSOLIDATION.—Notwithstanding any other provision of this section or section 1002(e), the Secretary, in consultation with the Director of the Institute of Education Sciences—

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(e) EVALUATION ACTIVITIES AUTHORIZED ELSEWHERE.—If, under any other provision of this Act, funds are authorized to be reserved or used for evaluation activities with respect to a program, the Secretary may not reserve additional funds under this section for the evaluation of that program.

Akins, Karen

Subject: ED Boards/Commissions
Location: 7E102

Start: Tuesday, February 07, 2017 10:00 AM
End: Tuesday, February 07, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Declined

Organizer: Akins, Karen
Required Attendees: Toner, Jana

Attachments: 012317 ED MASTeR Boards Commissions Org Chart.xls

Please see the attached document....

	Name	Term End	Committee Description	
OCO - Commission on Presidential Scholars-Director Simone Olson				
	Howard Borin	***	Established by E.O 11115 (1964); amended by E.Os. 12158 (19790 and 13697 (2015). Responsible for in consultation ith the Department, selection criteria for the program, selecting scholars, promoting state and local publicity for the scholars and the program and coordinating and participating in National Recogniton Program. •Appointment Authority: Up to 32 members appointed by the President plus Teacher of the Year. President appoints the Chair. *** Members Serve At the Pleasure of the President Without Compensation •Vacancies: 0 •Charter Expires: N/A •Next Meeting Date: April 2017 (b)(5)	
	Michael Caplin	***		
	Martha Darling	***		
	Alan Fleischmann	***		
	Frankie Freeman			
	Judith Gaynor	***		
	Peter Groff			
	Jahana Hayes(2016 Teacher)			
	Richard Herman	***		
	I. King Jordan	***		
	Colin Kippen	***		
	Reggie Lewis	***		
	Yvette Lewis	***		
	Marina McCarthy(Chair)	***		
	Sondra Myers	***		
	Alapaki Nahale-a	***		
	Jackie Norris	***		
	Sheldon Pang	***		
	Carol Pensky	***		
	Ross Romero			
	Robert Saltzman	***		
	Jeanne Unemori Skog	***		
	Srinija Srinivasan	***		
	Grace Tsao-Wu			
	Cynthia Telles	***		
	Tamara Toussaint	***		
	E. Fayel Williams			
OUS-FACA-President's Advisroy Commission on Educational Excellence for Hispanic Americans				
	Eudardo Pardon (Chair)	***	Established by E.O. 13559 extended by E.O. 13708 until 9/30/17. to advise the President on how to expand educational opportunites and increase outcomes for Hispanic students of all ages. •Appointment Authority: Not more than 30 members appointed by the President. President Appoints Chair. ***Members Serve at the Pleasure of the President •Charter Expires: May 5, 2013 •Vacancies: 2 •Meeting Date: April 3, 2012 •Issues:	
	Alicia Abella	***		
	Sylvia Acevedo	***		
	Alfredo Artileeq	***		
	Daniel Cardenali	***		
	Francisco Cigarroa	***		
	Cesar Conde	***		
	Luis Ricardo Fraga	***		
	Joann Gama	***		
	Patricia Gandara	***		
	Maria Neira	***		
	Lisette Neves	***		
	Danine Robles	***		
	Ricardo Romo	***		
	Manny Sanchez	***		
	Marta Tienda	***		
	Denise Cruz	***		
	Millie Garcia	***		
	Monica Martinez	***		
	Veronica Melvin	***		
	Manuel Gomez	***		
	Sara Lundquist	***		
	Nancy Navarro	***		
	Adrian Pedrozo	***		
	Kent Scribner	***		
	Shakira Ripoll	***		
OUS-FACA-President's Board of Advisors Historically Black Colleges & Universities				
	William Harvey (Chair)	***		Re-established via E.O.13532. Board is tasked with advising the President and the Secretaryon methods, programs and strategies to strenthen Historically Black Colleges and Universities. (HBCUs). Board submits a report as part of the Initiavties report. •Appointment Authority: No moe than 25 members appointed by the President. Plus 2 membres designated by the President from PACEEAA. President appoints charl. ude representatives;tto include presidents of HBCUS, reps from education, business, finance, philanthropy, entrepreneurship. President appoints the Chair. *** Members Serve at the Pleasure of the President Without Compensation*** •Charter Expires: August 30, 2012 •Vacancies: 5 •Next Meeting Date: •Issues:
	Lawrence Bacow	***		
	Evelyn Hammonds	***		
	Milton Irvin	***		
	Beverly Wade Hogan	***		
	Edward Lewis	***		
	Ronald Mason, Jr.	***		
	Rene Mauborne	***		
	Valerie Mosley	***		
	Willie Pearson, Jr.	***		
	Beverly Daniel Tatum	***		
	Kenneth Tolson	***		
	George Walker	***		

Name	Term End	Committee Description
David Wilson	***	
Demetria Henderson	***	
Helen McAlpine	***	
Alma Powell	***	
John Rice	***	
Diane Boardly Suber	***	
OUS-FACA-President's Advisory Commission on Educational Excellence for African Americans		
Freeman Hrabowski(Chair)		Re-established via E.O.13532. Board is tasked with advising the President and the Secretary on methods, programs and strategies to strengthen HBCUs. Board submits a report as part of the Initiative report. Appointment Authority: Not more than 25 members appointed by the President. and include representatives;to include presidents of HBCUS, reps from education, business, finance, philanthropy, entrepreneurship. President appoints the Chair. *** Members Serve at the Pleasure of the President. Charter Expires: August 30, 2012 Vacancies: 5 Meeting Date: June 2012 Issues: (b)(5)
Lawrence Bacow	***	
Evelyn Hammonds	***	
Milton Irvin	***	
Beverly Wade Hogan	***	
Edward Lewis	***	
Ronald Mason, Jr.	***	
Rene Mauborne	***	
Valerie Mosley	***	
Willie Pearson, Jr.	***	
Beverly Daniel Tatum	***	
Kenneth Tolson	***	
George Walker	***	
David Wilson	***	
Demetria Henderson	***	
Helen McAlpine	***	
Alma Powell	***	
John Rice	***	
Diane Boardly Suber	***	
IES-FACA-National Board for Education Sciences-DFO Ellie Pelaez		
David Chard	9/30/2019	Advises the Secretary with respect to the establishment and enforcement of accreditation agencies or associations under Subpart 2 of Part H of Title IV, HEA. Appointment Authority: 6 members appointed by the Secretary, 6 Senate; 6 House Vacancies: 7 Charter Expires: October 30, 2013 Next Meeting Date: Issues:
Michael Feuer	9/30/2018	
Larry Hedges (Chair)	9/30/2019	
Jeannie Oakes	9/30/2019	
Deborah Phillips	9/30/2018	
Judith Singer	9/30/2018	
OESE-FACA-National Advisory Council on Indian Education		
Chief Phyllis Anderson	***	Re-established via E.O.13532. Board is tasked with advising the President and the Secretary on methods, programs and strategies to strengthen Historically Black Colleges and Universities. (HBCUs). Board submits a report as part of the Initiative report. Appointment Authority: No more than 25 members appointed by the President. Plus 2 members designated by the President from PACEEAA. President appoints chair. ude representatives;to include presidents of HBCUS, reps from education, business, finance, philanthropy, entrepreneurship. President appoints the Chair. *** Members Serve at the Pleasure of the President Without Compensation*** Charter Expires: August 30, 2012 Vacancies: 5 Next Meeting Date: Issues:
Dakota Brown	***	
Mandy Broadus	***	
Robin Butterfield	***	
Deborah Dennison (Chair)	***	
Theresa John	***	
Sam McCracken	***	
Wayne Newell	***	
Aaron Payment	***	
Joley Proudfit	***	
S. Alan Ray	***	
Virginia Thomas	***	
Patricia Whitefoot	***	
OPE-FACA-Historically Black Colleges and Universities Cap Finance-Director Don Watson		
Norman C. Francis(Chair)	9/30/2013	Board provides advice and counsel to the Secretary and the DBA about the most effective and efficient means of implementing construction financing on HBCUs. Board advises Congress regarding progress made in implementing programs.
Diane Boardly Suber	9/30/2013	

	Name	Term End	Committee Description
	R. Michael Franklin	9/30/2013	progress made in implementing programs.
	Henry Givens	9/30/2013	• Appointment Authority: 11 members appointed by the Secretary: 3 president reps-private HBCUs and 3 president reps-public HBCUs, President of UNCF or designee, President of NAFEO/designee, President of the Thurgood Marshall Center or designee, the Executive Director-WHIHBCUs, and a Secretary's designee. Secretary appoints chair and designee. No term limits, 3 year terms
	Adena Williams Loston	9/30/2013	
	Donald Reaves	9/30/2013	• Vacancies:
	Trudie Kibbie Reed	9/30/2013	• Charter Expires: January 25, 2013
	Dr. John Wilson		• Next Meeting Date:
	Dr. Michael Lomax		• Issues:
	Dr. Lezli Baskerville		
	Dr. Johnny Taylor		
OPE-National Committee on Foreign Medical Education and Accreditation			
	Rag Agrawal	9/30/2017	Evaluates the standards of accreditation applied to applicant foreign medical schools; and determines the comparability of those standards to standards for accreditation applied to U.S. medical schools.
	Alice Coombs	9/30/2017	• Appointment Authority: 11 members appointed by the Secretary, experts in medical education and accreditation. No specific number established by statute. One member must be an enrolled student at an institution of higher education at the time of appointment. Staggered three year terms, Nine-year term limitation. Secretary appoints Chair.
	N Lynn Eckhert	9/30/2017	
		9/30/2017	• Vacancies:
		9/30/2017	• Charter Expires: N/A-
		9/30/2017	• Next Meeting Date: April 2017
		9/30/2017	• Issues:
		9/30/2017	
		9/30/2017	
		9/30/2017	

	Name	Term End	Committee Description
		9/30/2017	
OPE-FACA-National Advisory Committee on Institutional Quality and Integrity			
	Susan Phillips	9/30/2013	Advises the Secretary with respect to the establishment and enforcement of accreditation agencies or associations under Subpart 2 of Part H of Title IV, HEA. As provided in HEA Section 114, the NACIQI advises the Secretary in the discharge of these functions and is also authorized to provide advice regarding the process of eligibility and certification of institutions of higher education for participation in the federal student aid programs authorized under Title IV of the HEA. •Appointment Authority: •Vacancies: 1 •Charter Expires: October 30, 2013 •Meeting Date: April 2012??-Telecon Meeting •Issues: (b)(5)
	Beter-aron Shimeles	9/30/2013	
	Jamienne Studley (Chair)	9/30/2013	
	Frank Wu	9/30/2013	
	Frederico Zargoza	9/30/2013	
	Daniel Klaich (Sen)	11/7/2011	
	Jill Derby		
	Cameron Staples (Sen)	9/30/2016	
	Larry Vanderhoef (Sen)	9/30/2016	
	Bruce Cole (Sen)	9/30/2016	
	Anne Neal (Sen)	9/30/2016	
	Wilfred McClay (Sen)	9/30/2016	
	George French (House)	9/30/2014	
	William Kirwan (House)	9/30/2014	
	Carolyn Williams (House)	9/30/2014	
	Arthur Keiser (House)	9/30/2014	
	William Pepicello (House)	9/30/2014	
	Arthur Rothkopf (House)	9/30/2014	
National Assessment Governing Board			
	Hon. Anitere Flores	9/30/2012	
	Gov. Sonny Perdue	9/30/2012	
	Andrew C. Porter	9/30/2012	
	Sis. Mary F. Taymans	9/30/2012	
	Eileen L. Weiser	9/30/2012	
	Alan J. Friedman	9/30/2013	
	Doris Hicks	9/30/2013	
	Tonya Miles	9/30/2013	
	James Popham	9/30/2013	
	Leticia Van de Putte	9/30/2013	
	David P. Driscoll (Chair)	9/30/2014	
	Shannon Garrison	9/30/2014	
	Brent Houston	9/30/2014	
	Hector Ibarra	9/30/2014	
	Tom Luna	9/30/2014	
	Gov. Jack Markell	9/30/2014	
	Blair Taylor	9/30/2014	
	Andres Alonso	9/30/2015	
	Louis Fabrizio	9/30/2015	
	Terry Holliday	9/30/2015	
	Dale Nowlin	9/30/2015	
	Susan Pimentel	9/30/2015	
	B. Fielding Rolston	9/30/2015	
	Cary Sneider	9/30/2015	
National Technical Institute for the Deaf NTID/NAG			
	Catherine Turner-Hunt	12/31/2012	
	Sara Beth Weiner	12/31/2012	
	Jon Levy	12/31/2012	
	Lauren Lecher	12/31/2012	
	Elizabeth Ayers	12/31/2013	
	Chanta Lautenschlegar	12/31/2013	
	James Messier	12/31/2013	
	Laurance Warford	12/31/2013	
	Brenda Battat	12/31/2014	
	Essie Calhoun	12/31/2014	
	Olga Welch	12/31/2014	
	Andrew Brennerman	12/31/2015	
	Harold Mowl	12/31/2015	
	Leanne Seaver	12/31/2015	

	Name	Term End	Committee Description
Other Committees			
	National Council on Disability		OGC Admin Only-Not An ED FACA Committee
	Federal Interagency Committee on Education		Non-FACA; Interagency

Abbreviation	Full Name
<u>CPS</u>	Commission on Presidential Scholars
<u>AAPICommission</u>	President's Advisory Commission on Asian Americans and Pacific Islanders
<u>PACEEH</u>	President's Advisory Commission on Educational Excellence for Hispanics
<u>PBAHBCU</u>	President's Board of Advisors on Historically Black Colleges and Universities
<u>PACEEAA</u>	President's Advisory Commission on Educational Excellence for African Americans
<u>NACIE</u>	National Advisory Council on Indian Education
<u>NBES</u>	National Board for Education Sciences
<u>NACIQI</u>	National Advisory Committee on Institutional Quality and Integrity
<u>NCFMEA</u>	National Committee on Foreign Medical Education and Accreditation
<u>HBCU Cap Finance</u>	Historically Black Colleges and Universities Capital Financing Advisory Board
<u>NAGB</u>	National Assessment Governing Board

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	Name	Term End	Committee Information
OCO - Commission on Presidential Scholars			
	Jose Amaya	***	Established by E.O. 11115 (1964); amended by E.O.s 12158 (1979) and 13697 (2015). Responsible for, in consultation with the Department, selection criteria for the program, selecting scholars, promoting state and local publicity for the scholars and the program and coordinating and participating in National Recognition Program. •Appointment Authority: Up to 32 members appointed by the President Teacher of the Year a required member. President appoints the Chair ***Members Serve At the Pleasure of the President*** •Serve Without Compensation •Vacancies: 7 •Charter Expires: N/A-Operational Committee •Next Meeting Date: (b)(5)
	Howard Borin	***	
	Michael Caplin	***	
	Martha Darling	***	
	Alan Fleischmann	***	
	Frankie Freeman	***	
	Judith Gaynor	***	
	Peter Groff	***	
	Jahana Hayes(2016 Teacher)	***	
	Richard Herman	***	
	I. King Jordan	***	<div>(b)(5)</div>
	Colin Kippen	***	
	Reggie Lewis	***	
	Yvette Lewis	***	
	Marina McCarthy(Chair)	***	
	Sondra Myers	***	
	Alapaki Nahale-a	***	
	Jackie Norris	***	
	Sheldon Pang	***	
	Carol Pensky	***	
	Ross Romero	***	
	Robert Saltzman	***	
	Jeanne Unemori Skog	***	
	Srinija Srinivasan	***	
	Grace Tsao-Wu	***	
	Cynthia Telles	***	
	Tamara Toussaint	***	
	E. Fayel Williams	***	
	VACANT		
	VACANT		
	VACANT		
	VACANT		
	VACANT		

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	Name	Term End	Committee Information
OUS-FACA-President's Advisory Commission on Educational Excellence for Asian Americans and Pacific Islanders			
	<i>Nina Ahmad</i>	***	<p>Established by E.O. 13515 (2009) and amended by E.Os 13585 (2011) & 13652 (2013); extended by E.O. 13708 (expires 9/30/17). Advises the President via the Secretary and a senior official designated by the President.</p> <p>•<u>Appointment Authority</u>: No more than 20 members appointed by the President. President appoints Chair.</p> <p>***2 Year Terms-Members Serve at the Pleasure of the President***</p> <p>•Serve Without Compensation</p> <p>•<u>Charter Expires</u>: December 2, 2018</p> <p>•Vacancies: 5</p> <p>•<u>Next Meeting Date</u>:</p> <p>•Note: Secretary appoints Executive Director and a Designated Federal Official to enable the committee to meet. Full committee must complete ethics requirements and personnel paperwork prior to the first committee meeting in the new Administration</p> <p>Members that resigned effective 1/20/17</p>
	Michael Byun	***	
	Ravi Chaudhary	***	
	<i>Lian Cheun</i>	***	
	Kathy Ko Chin	***	
	Billy Dec	***	
	Jake Fitsemanu, Jr.	***	
	Bill Imada	***	
	Daphne Kwok	***	
	Dee Jay Mailer	***	
	<i>Diane Narasaki</i>	***	
	Shekar Narasimhan	***	
	Tung Nguyen (Chair)	***	
	Mary Okada	***	
	Maulik Pancholy	***	
	Linda Phan	***	
	Sanjita Pradhan	***	
	Lorna May Ho Randlett	***	
	<i>Bo Thao-Urabe</i>	***	
	<i>Paul Watanabe</i>	***	

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Name	Term End	Committee Information
OUS-FACA-President's Advisory Commission on Educational Excellence for Hispanics		
Alicia Abella	***	<p>Established by E.O. 13555 (2010) and extended by E.O. 13708 (expires 9/30/17). Advises the President and the Secretary on all matters pertaining to the educational attainment for the Hispanic community.</p> <p>•Appointment Authority: No more than 30 members appointed by the President. President appoints Chair.</p> <p>***Members Serve At the Pleasure of the President***</p> <p>•Serve Without Compensation</p> <p>•Vacancies: 0</p> <p>•Charter Expires: June 11, 2017</p> <p>•Next Meeting Date:</p> <p>•Note: Secretary appoints an Executive Director and a Designated Federal Official to enable the committee to meet. Full committee must complete ethics requirements and personnel paperwork prior to the first committee meeting in the new Administration</p> <p><u>Members that resigned effective 1/20/17</u></p>
Modesto Abety	***	
Syliva Acevedo	***	
Alfredo Artilles	***	
Nancy Brune	***	
Daniel Cardinali	***	
Francisco Cigarroa	***	
Cesar Conde	***	
Lily Ekelsen Garcia	***	
Luis Fraga	***	
Phil Fuentes	***	
JoAnn Gama	***	
Patricia Gandara	***	
Mildred Garcia	***	
Manuel Gomez	***	
Sara Lundquist	***	
Monica Martinez	***	
Shakira Mabarak Ropli	***	
Veronica Melvin	***	
Nancy Navarro	***	
Mariia Neira	***	
Lisette Nieves	***	
Eduardo Padron (Chair)	***	
Adrian Pedroza	***	
Beatriz Randon	***	
Darline Robles	***	
Ricardo Romo	***	
Manuel Sanchez	***	
Kent Scribner	***	
Maria Tienda	***	

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	Name	Term End	Committee Information
OUS-FACA-President's Board of Advisors on Historically Black Colleges and Universities			
	Janice Bryant-Howroyd	***	<p>Established by E.O. 13532 (2010) and extended by E.O. 13708 (expires 9/30/17). Advises the President and the Secretary on all matters pertaining to strengthening the educational capacity of HBCUs.</p> <p>•Appointment Authority: No more than 25 members appointed by the President. President appoints Chair and designates two members of PACEEAA to serve on the Board</p> <p>***Members Serve At the Pleasure of the President ***</p> <p>•Serve Without Compensation</p> <p>•Vacancies: 5</p> <p>•Charter Expires: October 26, 2018</p> <p>•Next Meeting Date:</p> <p>•Note: Secretary appoints an Executive Director and a Designated Federal Official to enable the Board to meet. Full Board must complete ethics requirements and personnel paperwork prior to the first Board meeting in the new Administration</p>
	Phyllis Craig-Taylor	***	
	Wayne Fredrick	***	
	Evelyn Hammonds	***	
	William Harvey (Chair)	***	
	Demetria Henderson	***	
	Beverly Hogan	***	
	Milton Irvin	***	
	Edward Lewis	***	
	Lillian Lowery	***	
	Ronald Mason	***	
	Renee Mauborgne	***	
	Helen McAlpine	***	
	Velrie Mosley	***	
	Willie Pearson	***	
	John Rice	***	
	Diane Suber	***	
	Kenneth Tolson	***	
	George Walker	***	
	David Wilson	***	
	Marian Wright Edelman	***	
	VACANT		
	VACANT		
	VACANT		
	VACANT		

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	Name	Term End	Committee Information
OUS-FACA-President's Advisory Commission on Educational Excellence for African Americans			
	MaryJane Barthwell Evans	***	<p>Established by E.O. 13621 (2012) and extended by E.O. 13708 (expires 9/30/17). Advises the President and the Secretary on matters pertaining to educational attainment in the African American community.</p> <p>•Appointment Authority: No more than 25 members appointed by the President. President appoints Chair and designates two members of PBAHBCU to serve on the Committee</p> <p>***Members Serve At the Pleasure of the President***</p> <p>•Serve Without Compensation</p> <p>•Vacancies: 0</p> <p>•Charter Expires: April 5, 2018</p> <p>•Next Meeting Date:</p> <p>•Note: Secretary appoints an Executive Director and a Designated Federal Official to enable the committee to meet. Full committee must complete ethics requirements and personnel paperwork prior to the first committee meeting in the new Administration</p>
	Barbara Bowman	***	
	Gwendloyn Boyd	***	
	Peggy Brookins	***	
	Walter Bumphus	***	
	James Comer	***	
	Shuan Dance	***	
	Albert Dotson	***	
	James Freeman	***	
	Angela Glover Blackwell	***	
	Evelyn Hammongs	***	
	Sharon Lettman Hicks	***	
	Freeman Hrabowski Chair	***	
	Tiffnay Loftin	***	
	Michael Lomax	***	
	Bryant Marks	***	
	Cyril McQuire	***	
	Michael Nettles	***	
	Spencer Overton	***	
	Rebecca Pringle	***	
	John Rice	***	
	Robert Ross	***	
	Doris Smith Ribner	***	
	Ronald Williams	***	
	Tykihah Wright	***	

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	Name	Term End	Committee Information
OESE-FACA-National Advisory Council on Indian Education			
	Chief Phyllis Anderson	***	<p>Authorized by §6141 of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act (ESSA), 20 U.S.C. §7471; 1. Advises the Secretary of Education and the Secretary of the Interior concerning the funding and administration (including the development of regulations and administrative policies and practices) of any program, including any program established under Title VI, Part A of the ESEA, with respect to which the Secretary has jurisdiction and (a) that includes Indian children or adults as participants or (b) that may benefit Indian children or adults;4. Also advises the White House Initiative on American Indian and Alaska Native Education, in accordance with Section 5(a) of Executive Order 13592</p> <p>•Appointment Authority: No more than 15 members appointed by the President. President appoints Chair</p> <p>***Members Serve at the Pleasure of the President***</p> <p>•Receive Current Honorarium Rate of \$100 Per Official Meeting Day</p> <p>•Vacancies: 1</p> <p>•Charter Expires: April 21, 2018</p> <p>•Next Meeting Date: N/A</p> <p>•Note: Members must complete ethics requirements and personnel paperwork prior to the first 2017 Council meeting.</p>
	Dakota Brown	***	
	Mandy Broaddus	***	
	Robin Butterfield	***	
	Deborah Dennison (Chair)	***	
	Theresa John	***	
	Sam McCracken	***	
	Wayne Newell	***	
	Aaron Payment	***	
	Joley Proudfit	***	
	S. Alan Ray	***	
	Virginia Thomas	***	
	Patricia Whitefoot	***	
	VACANT		

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	Name	Term End	Committee Information
OPE-FACA-National Advisory Committee on Institutional Quality and Integrity			
	Simon Boehme (student member)-ED	9/30/2019	<p>Established by Section 114 of the Higher Education Act (HEA) of 1965, as amended by Section 106 of the Higher Education Opportunity Act (HEOA) (P.L. 110-315).</p> <p>•Appointment Authority: 18 members; 6 members shall be appointed by the Secretary of Education; 6 members appointed by the Speaker of the U.S. House of Representatives; 3 appointed on the recommendation of the majority leader of the House; 3 appointed on the recommendation of the minority leader of the House; and 6 members appointed by the President Pro Tempore of the U.S. Senate, 3 appointed on the recommendation of the majority leader of the Senate and 3 appointed on the recommendation of the minority leader of the Senate</p> <p>6 year terms; Any member appointed to fill a vacancy occurring prior to the expiration of the term for which the member's predecessor was appointed shall be appointed for the remainder of such term. In addition, a vacancy on the Committee shall be filled in the same manner as the original appointment was made and not later than 90 days after the vacancy occurs. If a vacancy occurs in a position to be filled by the Secretary, the Secretary shall publish a Federal Register notice soliciting nominations for the position not later than 30 days after being notified of the vacancy. Committee elects Chair and Vice Chair at least every 3 years</p>
	Roberta (Bobbie) Derlin-ED	9/30/2019	
	John Etchemendy-ED	9/30/2019	
	Susan Phillips (Chair)-ED	9/30/2019	
	Frank Wu-ED	9/30/2019	
	Federico Zaragoza-ED	9/30/2019	
	Arthur Keiser (Vice Chair)-House-R	9/30/2020	
	Brian Jones-House-R	9/30/2020	
	Arthur Rothkopf-House -R	9/30/2020	
	George French-House-D	9/30/2020	
	Kathleen Sullivan-Alioto-House-D	9/30/2020	
	Ralph Wolff-House-D	9/30/2020	
	Anne Neal-Senate-R	9/30/2022	
	Richard O'Donnell-Senate-R	9/30/2022	
	VACANT-Senate-R	9/30/2022	
	Jill Derby-Senate-D	9/30/2022	
	Paul LeBlanc-Senate-D	9/30/2022	
	Steven VanAusdle-Senate-D	9/30/2022	

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	Name	Term End	Committee Information
OPE-FACA-Historically Black Colleges and Universities Capital Financing Advisory Board			
	VACANT		Authorized by Title III, Part D, Section 347 of the Higher Education Act of 1965, as amended (the Act) (20 U.S.C. § 1066f. the Secretary is authorized to administer the Historically Black Colleges and Universities Capital Financing Program to provide financial insurance to guarantee bonds financing construction loans to qualified HBCUs. Board provides advice as to the capital needs of HBCUs, how needs can be met via the program, and what additional steps might be taken to improve the operation and implementation of the construction financing program. Advises the Secretary and the Designated Bonding Authority on how to improve marketing activities for the program and regarding the Department's oversight of the DBA.
	VACANT		
	VACANT		
	VACANT		
	VACANT		
	VACANT		
	VACANT		
	NAFEO		
	UNCF		
	Thurgood Marshall		
	WHI-HBCU Executive Director		
			<p>private HBCU; president of the National Association for Equal Opportunity in Higher Education or designee; president of Thurgood Marshall College Fund or designee; president of United Negro College Fund, Inc. or designee; executive director of the White House Initiative on HBCUs. Secretary designates chair from the 11 members. 3 year terms-however, members may serve until a successor is named.</p> <p>•Serve Without Compensation</p> <p>•<u>Vacancies:</u> 7</p> <p>•<u>Charter Expires:</u> April 30, 2017</p> <p>•<u>Next Meeting Date:</u></p> <p>•<u>Note:</u> Members must complete ethics requirements and personnel paperwork prior to the first Board meeting in the new Administration</p>

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	Name	Term End	Committee Information
National Assessment Governing Board			
	Lucille Davy	9/30/17	<p>Authorized by Section 302 of the National Assessment of Educational Progress Authorization Act (P.L. 107-279), enacted November 5, 2002</p> <p>•Appointment Authority: 26 members appointed by the Secretary. Secretary appoints Chair. 2 Governors, or former Governors, who are not members of the same political party;2. State Legislators, who are not members of the same political party; 2chief state school officers;1 superintendent of a local educational agency; 1 member of a State board of education;1 member of a local board of education; 3 classroom teachers representing the grade levels at which the NAEP is conducted;1 representative of business or industry; 2 curriculum specialists;3 testing and measurement experts; 1 non-public school administrator or policymaker; 2 school principals, one from the elementary level, the other from the secondary level; 2 parents who are not employed by a local, state, or federal educational agency;2 additional members who are representatives of the general public, but who are not employed by a local, state, or federal educational agency; and the Director, Institute of Education Sciences, who serves as an ex-officio, non-voting member. 4 year terms; can serve no more than 2 terms, For vacancies, new member completes the term of his/her predecessor</p>
	Doris Hicks	9/30/17	
	Tonya Miles	9/30/17	
	James Popham	9/30/17	
	Gov. Jim Geringer -WY	9/30/17	
	Gov. Ronnie Musgrove-MS	9/30/17	
	Shannon Garrison	9/30/18	
	Frank Fernandes	9/30/18	
	Tonya Matthews	9/30/18	
	Chasidy White	9/30/18	
	Alberto Carvalho	9/30/19	
	Carol Jago	9/30/19	
	Dale Nowlin	9/30/19	
	B. Fielding Rolston	9/30/19	
	Linda Rosen	9/30/19	
	Cary Sneider	9/30/19	
	Joseph Willhoft	9/30/19	
	Ken Wagner	9/30/19	
	Rebecca Gagnon	9/30/20	
	Andrew Dean Ho	9/30/20	
	Joseph O'Keefe	9/30/20	
	Ted Mazany (Chair)	9/30/20	<p>•Receive Current Honorarium Rate of \$100 Per Official Meeting Day</p> <p>•Vacancies: 0</p> <p>•Charter Expires: N/A-Independent-MOU with ED</p> <p>•Next Meeting Date: March 2-4, 2017</p> <p>•Note (b)(5)</p>
	Alice Peisch-State Legis-D*	9/30/20	
	Jeanette Nuñez-State Legis-R*	9/30/20	
	Sue Betka -Ex-Officio	N/A	

National Advisory Group for the National Technical Institute for the Deaf-
Secretary of Education responsible for concurring with nominations proposed for the National Advisory Group by the National Technical Institute for the Deaf.

National Board of the Fund for Improvement of Postsecondary Education-
Board deemed "administratively inactive" by GSA/Committee Management Secretariat due to lack of activity in 2015. The program's portfolio changed and in turn left no substantive work for the Board. Members received an "end of term notification/thank you letter" from the Under Secretary in September 2014.

Advisory Committee on Student Financial Assistance-Statutory authority for the program not extended by Congress and therefore, Committee member terms ended effective 9/30/2015.

Stem Education Advisory Panel-Not later than 180 days after the date of enactment this Act, the Director of the Foundation, Secretary of Education, Administrator of the National Aeronautics and Space Administration, and Administrator of the National Oceanic and Atmospheric Administration shall jointly establish an advisory panel to advise the Committee on STEM Education of the National Science and Technology Council.
Became Public Law No: 114-329 on 1/6/2017.

Akins, Karen

Subject: ED Boards/Commissions
Location: 7E102

Start: Tuesday, February 07, 2017 11:00 AM
End: Tuesday, February 07, 2017 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Akins, Karen
Required Attendees: Toner, Jana

Attachments: 012317 ED MASTeR Boards Commissions Org Chart.xls

Please see the attached document....

Toner, Jana

Subject: Nichols

Start: Thursday, February 16, 2017 12:30 PM
End: Thursday, February 16, 2017 1:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Nichols

Start: Thursday, February 16, 2017 12:00 PM
End: Thursday, February 16, 2017 1:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Start: Friday, February 10, 2017 3:00 PM

End: Friday, February 10, 2017 5:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

ED Internal Communications

Subject: All-Staff Meeting and Meet & Greet with Sec. Betsy DeVos
Location: Barnard Auditorium, LBJ, and Online

Start: Wednesday, February 08, 2017 2:00 PM
End: Wednesday, February 08, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: ED Internal Communications
Required Attendees: DoED - All ED Employees

Employees are invited to the first All-Staff Meeting with Secretary of Education Betsy DeVos

Wednesday, Feb. 8, 2:00 PM -2:30 PM ET

Barnard Auditorium, LBJ Building and on [Mediasite](#)* and [EDstream](#)* with live captioning. Sign-language interpreting will be provided.

AGENDA

Welcoming Remarks, Acting General Counsel **Phil Rosenfelt**
Remarks from Secretary of Education **Betsy DeVos**
Informal Meet and Greet

***MEDIASITE & EDSTREAM**

Employees may watch this event live or later via the archives at the same links.

MEDIASITE INSTRUCTIONS:

For employees working inside ED buildings, use Internet Explorer to access [Mediasite at this link](#).

EDSTREAM INSTRUCTIONS:

For teleworkers, this event will also air on [**EDstream at this link**](#). You cannot access EDstream while logged into gotowork.ed.gov or Aventa/Citrix. You may be able to see the event, but you will not be able to hear it. You must open a browser outside of Aventa/Citrix, preferably in Internet Explorer, and then go to the link provided.

If you have questions of problems with Mediasite or EDstream, please call the Help Desk at 202 708 4357.

Toner, Jana

Subject: Call with Doug Simon
Location: (b)(6)
Start: Wednesday, February 08, 2017 11:15 AM
End: Wednesday, February 08, 2017 11:45 AM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Absolutely. Is 11:15 ok?
(b)(6) land line)

Toner, Jana

Subject: Call Sarah Beth Lowe

Location: (b)(6)

Start: Wednesday, February 08, 2017 12:30 PM

End: Wednesday, February 08, 2017 1:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Botel, Jason

Subject: 4 Jana / jason discuss positions
Location: jason's office

Start: Wednesday, February 08, 2017 4:00 PM
End: Wednesday, February 08, 2017 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Toner, Jana

1. Org charts
2. Patrick

Botel, Jason

Subject: 4 Jana / jason discuss positions
Location: jason's office

Start: Wednesday, February 08, 2017 4:00 PM
End: Wednesday, February 08, 2017 4:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana

1. Org charts
2. Patrick

Carter, Denise

Subject: Ethics Briefing - The Hatch Act
Location: Secretary's Conference Room (OS Managed)

Start: Tuesday, February 14, 2017 1:00 PM
End: Tuesday, February 14, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Carter, Denise
Required Attendees: Political Appointees_ED 45
Optional Attendees: Goodridge, Marcella; McFadden, Elizabeth; Oberlies, Michael

Carter, Denise

Subject: Ethics Briefing - The Hatch Act
Location: Secretary's Conference Room (OS Managed)

Start: Tuesday, February 14, 2017 1:00 PM
End: Tuesday, February 14, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Carter, Denise
Required Attendees: Political Appointees_ED 45
Optional Attendees: Goodridge, Marcella; McFadden, Elizabeth; Oberlies, Michael; Cox-Roush, Deborah; Chamberlain, Michael

Carter, Denise

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Recurrence: (none)

Meeting Status: Not yet responded

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Required Attendees: Political Appointees_ED 45
Optional Attendees: Goodridge, Marcella; McFadden, Elizabeth; Oberlies, Michael; Cox-Roush, Deborah

Carter, Denise

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Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Carter, Denise
Required Attendees: Political Appointees_ED 45
Optional Attendees: Goodridge, Marcella; McFadden, Elizabeth

Carter, Denise

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Recurrence: (none)

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Barren, Morris
Optional Attendees: Goodridge, Marcella; McFadden, Elizabeth; Oberlies,
Michael; Cox-Roush, Deborah; Chamberlain, Michael;
Ventimiglia, Eric; Eck, Kevin; Reynolds, Cody; Jones, Amy;
Buchesky, Stanley; Ham, Holly; Rigas, Laura; Frendewey,
Matthew

Carter, Denise

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Buchesky, Stanley; Ham, Holly; Rigas, Laura; Friendewey,
Matthew; Brickman, Michael

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Matthew; Brickman, Michael; Young, Patrick; Toner, Jana;
Lee, Ebony

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Matthew; Brickman, Michael; Young, Patrick; Toner, Jana;
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Carter, Denise

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Carter, Denise

Subject: Ethics Briefing - The Hatch Act
Location: Secretary's Conference Room (OS Managed)

Start: Tuesday, February 14, 2017 1:00 PM
End: Tuesday, February 14, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Carter, Denise
Required Attendees: Political Appointees_ED 45; Shields, Michael L. (OGC)
Optional Attendees: Goodridge, Marcella; McFadden, Elizabeth; Oberlies, Michael; Cox-Roush, Deborah; Chamberlain, Michael; Ventimiglia, Eric

Stracke, Linda

Subject: Political Hiring Process

Location: 7E102

Start: Thursday, February 09, 2017 11:30 AM

End: Thursday, February 09, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Stracke, Linda

Required Attendees: Toner, Jana; Dedert, Mitchell; Young, Patrick; Cox-Roush, Deborah

Stracke, Linda

Subject: Political Hiring Process
Location: 7E103

Start: Thursday, February 09, 2017 11:30 AM
End: Thursday, February 09, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Stracke, Linda
Required Attendees: Toner, Jana; Dedert, Mitchell

Botel, Jason

Subject: Coffee with Carrie Coxen
Location: Starbucks, 550 C Street, SW, Wash DC (Holiday Inn Express Lobby)

Start: Thursday, February 09, 2017 2:00 PM
End: Thursday, February 09, 2017 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: (b)(6) Toner, Jana

Attachments: Carrie Coxen Resume 2017.pdf

Background:
Carrie Coxen

(b)(6)

From: Botel, Jason
Sent: Friday, February 03, 2017 8:29 AM
To: (b)(6) Hill, Paula
Subject: re: Connection Via Travis Rodgers

Carrie – thank you for your work and your message and sorry for the delay!

Paula – can you please find 30 minutes for Carrie and me to have coffee across the street in the near future?

From: jason botel (b)(6)
Sent: Friday, February 03, 2017 6:29 AM
To: Botel, Jason
Subject: Fwd: Connection Via Travis Rodgers

----- Forwarded message -----

From: **Carrie Coxen** (b)(6)

(b)(6)

Date: Wed, Feb 1, 2017 at 12:07 PM
Subject: Connection Via Travis Rodgers
To: (b)(6)

Jason,

I wanted to reach out and introduce myself and congratulate you on your position in the Administration. After talking with fellow Corps Member Travis Rodgers I was encouraged to email you directly, seeing if I could be of any service to you as you build your team. I most recently finished my position as the Director of Vetting for the Administrative Team of the Presidential Inaugural Committee.

A little background about myself! I am a Marylander, born and raised, and attended University of Maryland for my undergraduate, where I received degrees in American History and Government. As Travis already mentioned I am TFA Baltimore and graduated from Hopkins with my Masters. I taught in the classroom at the "AMAZING" Harford Heights Elementary located where North Ave and North Broadway meet.

I faced a hard decision a year ago to leave the classroom, but was encouraged by my principal to work in Presidential politics, so that I could one day be part of a larger movement of change for our communities. After working as a Research Analyst and Vetting Director for over a year and a half I am hopeful to be more active within my career bringing conservative values to communities around the country. I am greatly inspired by your work for our children. The Director of Government Affairs for Teach For America, directly reached out to me hoping to advocate for future positions for conservative-minded teachers in an effort to impact the next generation of children.

I was wondering if there might be a time we could discuss any opportunities available over a cup of coffee or via phone at your convenience.

Best,

Carrie Coxen

Carrie Coxen

Vetting Director-Presidential Inaugural Committee

(b)(6)

Carrie Coxen

(b)(6)

Work Experience

- ❖ **Presidential Analyst at America Rising LLC-Arlington, VA** **July 2016-Present**
Presidential Research Team Member analyzing the Presidential election trends and policy platforms, tracking and composing rapid response for 100s of campaign events and debates, vetting 100s of campaign and super PAC donors, lobbyists and event hosts, examining contents of 58,000+ WikiLeaks/ State Department emails, and conducting background research on policy specific issues
- ❖ **Director of Vetting at 58th Presidential Inaugural Committee-Washington D.C.** **Dec 2016-Feb 2017**
Overseeing the vetting process for 400+ staff, entertainers, corporations, and donors by composing extensive background briefings, including lobbying report analysis, donation history, social media, and civil/criminal lawsuits for the 58th Presidential Inauguration
- ❖ **Event Coordinator and VIP Ticketing Liaison for 58th Presidential Inauguration-Washington D.C.** **Jan 2017**
Lead Coordinator for the official Presidential Candlelight Dinner overseeing registration and operations; Event Coordinator for the National Prayer Service directing Press operations and assisting with Presidential, Congressional, and Cabinet formal requests
- ❖ **War Room Analyst at America Rising LLC-Arlington, VA** **Mar 2016-June 2016**
Rapid response analysis specializing in Democratic opposition to promote Republican Statewide, House, Senate, and Presidential races for the 2016 Cycle. Updated 5+ research compendiums daily, searched through and selected priority news from 100s of media outlets ranging from TV, social media, print and online papers and disbursed relevant research to 30+ clients
- ❖ **Communications and Research Analyst at CARLY For America -Alexandria, VA & Manchester, NH** **Oct 2015-Feb 2016**
100+ pages of Presidential platform policy analysis for Carly Fiorina, created extensive opposition research on 8 GOP candidates, weekly compilation of \$200 million GOP ad spending calculations, wrote and placed 50+ letters to the editor/editorials in New Hampshire papers
- ❖ **Teach For America Corps Member at Harford Heights Elementary School-Baltimore, MD** **Aug 2013-Oct 2015**
Full time 4th grade teacher to students as well as pupils with learning challenges and special needs within a mainstreamed, inclusive classroom, planned innovative lessons to develop mastery in reading, writing and math, actively served as Community Engagement Chair, created school-wide learning initiatives, attended weekly meetings with administrators, teachers, staff and parents
- ❖ **Republican Governors Association-Washington D.C.** **Jan 2013-July 2013**
Executive Intern for office, acted as main point of contact at the front desk for 40+ co-workers, compiled data to organize yearly events for Republican Governors, updated RGA database with 100s of consultants, authored 50+ fundraiser briefing packets
- Administrative Office of the United States Courts-Personnel Division-Washington D.C.** **June 2012-Aug 2012**
- State Senator James DeGrange-Maryland's 32nd Legislative District- Annapolis, MD** **Jan 2012-April 2012**
- Congressman Steve Womack-Arkansas's 3rd District - Washington D.C.** **May 2011-Aug 2011**
- Congressman Paul Gosar-Arizona's 4th District -Washington D.C.** **Jan 2011- May 2011**

Education

Johns Hopkins University-Baltimore, MD **GPA: 3.87** Master's Degree in Education **May 2015**
University of Maryland-College Park, MD **GPA: 3.73** B.A. Government & Politics; B.A. American History **May 2013**
Minors: Leadership Studies; International Development and Conflict Management

Academic Honors and Programs

Federal Health Policy Fellows Program: Selective Fall seminar at University of Maryland to enrich students' understanding of the formulation, implementation and evaluation of health policy and the American health care system **Aug 2012-May 2013**
Maryland General Assembly Program: Selective Fall legislative writing seminar to develop skills in constituent correspondence and public speaking and Spring internship placement with State Senator in the MGA **Aug 2011-April 2012**
Teaching Assistant: TA in the School of Public Health for 30 freshmen to assist with collegiate transition **Aug 2011-Dec 2011**
Order of Omega: Honor Society for the top 3% of fraternal students in academics, campus involvement and leadership
Pi Sigma Alpha: National Political Science Honor Society Member **Phi Alpha Theta:** National History Honor Society Member

Leadership and Volunteer Experience

Court Appointed Special Advocate: Appointed by Juvenile Court system to ensure needs and interests of abused and neglected children are met through diligent review of court proceedings and providing recommendations for child safety **July 2016-Present**
Kappa Alpha Theta Chapter Advisor-mentor Hopkins undergraduate women in the recruitment process **May 2014-Present**
>VP Panhellenic and Editor-Executive Board member that oversaw 150+ women, facilitated communication with 14 delegates, programmed 20+ University expectations, and authored newsletter for International Headquarters **Mar 2010- Nov 2011**
Panhellenic Association VP Recruitment: Oversaw recruitment for 2,000+ women, managed a \$40,000 budget, advised 70-member cabinet, coordinated 100+ facility reservation requests, acted as executive point of contact between the University of Maryland and Panhellenic Association **Mar 2011-Mar 2012**

Additional Skills

Office 365; LexisNexis; Blackboard Course Writing; Vote Builder Program; i360; TVEyes Media; Snap Stream; Intranet Quorum and Commence Systems; Congressional Research Service Training; Federal Election Commission and Senate Hearing Analysis

Botel, Jason

Subject: Coffee with Carrie Coxen
Location: Starbucks, 550 C Street, SW, Wash DC (Holiday Inn Express Lobby)

Start: Thursday, February 09, 2017 2:00 PM
End: Thursday, February 09, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: (b)(6) Toner, Jana

Attachments: Carrie Coxen Resume 2017.pdf

Background:
Carrie Coxen

(b)(6)

From: Botel, Jason
Sent: Friday, February 03, 2017 8:29 AM
To: (b)(6) Hill, Paula
Subject: re: Connection Via Travis Rodgers

Carrie – thank you for your work and your message and sorry for the delay!

Paula – can you please find 30 minutes for Carrie and me to have coffee across the street in the near future?

From: jason botel [mailto:(b)(6)]
Sent: Friday, February 03, 2017 6:29 AM
To: Botel, Jason
Subject: Fwd: Connection Via Travis Rodgers

----- Forwarded message -----

From: **Carrie Coxen** <(b)(6)>
Date: Wed, Feb 1, 2017 at 12:07 PM

Subject: Connection Via Travis Rodgers

To (b)(6)

Jason,

I wanted to reach out and introduce myself and congratulate you on your position in the Administration. After talking with fellow Corps Member Travis Rodgers I was encouraged to email you directly, seeing if I could be of any service to you as you build your team. I most recently finished my position as the Director of Vetting for the Administrative Team of the Presidential Inaugural Committee.

A little background about myself! I am a Marylander, born and raised, and attended University of Maryland for my undergraduate, where I received degrees in American History and Government. As Travis already mentioned I am TFA Baltimore and graduated from Hopkins with my Masters. I taught in the classroom at the "AMAZING" Harford Heights Elementary located where North Ave and North Broadway meet.

I faced a hard decision a year ago to leave the classroom, but was encouraged by my principal to work in Presidential politics, so that I could one day be part of a larger movement of change for our communities. After working as a Research Analyst and Vetting Director for over a year and a half I am hopeful to be more active within my career bringing conservative values to communities around the country. I am greatly inspired by your work for our children. The Director of Government Affairs for Teach For America, directly reached out to me hoping to advocate for future positions for conservative-minded teachers in an effort to impact the next generation of children.

I was wondering if there might be a time we could discuss any opportunities available over a cup of coffee or via phone at your convenience.

Best,

Carrie Coxen

Carrie Coxen

Vetting Director-Presidential Inaugural Committee

(b)(6)

Toner, Jana

Subject: Travel to WH

Start: Friday, February 10, 2017 2:30 PM
End: Friday, February 10, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Meeting with Jason and Patrick

Start: Thursday, February 09, 2017 3:30 PM
End: Thursday, February 09, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Meeting with (b)(6)

Start: Tuesday, February 14, 2017 10:00 AM

End: Tuesday, February 14, 2017 11:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Security Interview
Location: WDCFB6-7E101

Start: Tuesday, February 14, 2017 10:00 AM
End: Tuesday, February 14, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Resources: WDCFB6-7E101

Toner, Jana

Subject: Security Interview

Start: Tuesday, February 14, 2017 10:00 AM
End: Tuesday, February 14, 2017 12:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana
Optional Attendees: WDCFB6-7E101

Toner, Jana

Subject:

(b)(6)

Start: Friday, February 24, 2017 2:30 PM

End: Friday, February 24, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject:

(b)(6)

Start:

Friday, February 24, 2017 2:30 PM

End:

Friday, February 24, 2017 4:30 PM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: drive time

Start: Friday, February 24, 2017 2:00 PM
End: Friday, February 24, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Meeting with (b)(6)

Start: Tuesday, February 14, 2017 10:00 AM

End: Tuesday, February 14, 2017 11:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Meeting with WHL
Location: Ebony's Office

Start: Monday, February 13, 2017 10:00 AM
End: Monday, February 13, 2017 10:30 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Lee, Ebony

Toner, Jana

Subject: Meeting with WHL
Location: Ebony's Office

Start: Monday, February 13, 2017 10:30 AM
End: Monday, February 13, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Lee, Ebony

If it works, otherwise we'll try Tuesday

Toner, Jana

Subject: Call Candice Jackson

Location: (b)(6)

Start: Friday, February 10, 2017 12:00 PM

End: Friday, February 10, 2017 12:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject:

Call

(b)(6)

Location:

(b)(6)

Start:

Friday, February 10, 2017 12:30 PM

End:

Friday, February 10, 2017 1:00 PM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Meeting with (b)(6)

Start: Friday, February 10, 2017 2:30 PM

End: Friday, February 10, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: secretary meeting with cand

Start: Monday, February 13, 2017 2:00 PM
End: Monday, February 13, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: printer admin

Start: Friday, February 10, 2017 1:15 PM
End: Friday, February 10, 2017 1:45 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Venable, Joshua

Subject: PPO Briefing
Location: COS Office

Start: Monday, February 13, 2017 4:00 PM
End: Monday, February 13, 2017 4:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; Botel, Jason

Venable, Joshua

Subject: Canceled: WILL BE RESCHEDULED: PPO Briefing
Location: COS Office

Start: Monday, February 13, 2017 4:00 PM
End: Monday, February 13, 2017 4:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; Botel, Jason

Importance: High

Toner, Jana

Subject: Personnel
Location: Gillum's Office

Start: Tuesday, February 14, 2017 2:00 PM
End: Tuesday, February 14, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Ferguson, Gillum

Toner, Jana

Subject: Jana - grab Candidate

Start: Monday, February 13, 2017 2:30 PM
End: Monday, February 13, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Botel, Jason

Subject: discuss office space assignments
Location: WDCFB6-7E101

Start: Monday, February 13, 2017 10:30 AM
End: Monday, February 13, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Young, Patrick

This room is located in the west elevator bay

Botel, Jason

Subject: discuss office space assignments
Location: TBD

Start: Monday, February 13, 2017 10:30 AM
End: Monday, February 13, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Young, Patrick

Botel, Jason

Subject: discuss office space assignments
Location: WDCFB6-7E101

Start: Monday, February 13, 2017 10:30 AM
End: Monday, February 13, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Young, Patrick
Optional Attendees: WDCFB6-7E101

This room is located in the west elevator bay

Botel, Jason

Subject: discuss office space assignments
Location: WDCFB6-7E101

Start: Monday, February 13, 2017 10:30 AM
End: Monday, February 13, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Young, Patrick

This room is located in the west elevator bay

Toner, Jana

Subject: Personnel Issue
Location: 7c105

Start: Monday, February 13, 2017 9:30 AM
End: Monday, February 13, 2017 10:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Cuffee-Graves, Cassandra; Dedert, Mitchell; Barclay, Valarie; Stracke, Linda

Importance: High

Subject: CFC Awards Ceremony

Location: LBJ Barnard Auditorium

Start: Monday, February 13, 2017 1:00 PM

End: Monday, February 13, 2017 2:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: CFC

Required Attendees: DoED - UCP - ED Employees; DoED - LBJ - ED Employees; DoED - PCP - ED Employees

Optional Attendees: Moak, Rebecca; McMahon, Sean; Chapman, Sheilah; Blount, Venus; Plight, Andrea; Barnes, Nelda; McDade, John; Bennett, Ron; Malone, Emily; Lewis, Crystal; Weber, Keely; Addie, Sean; Bruce, Sandra; McCormick, Christopher; Bazile, Alexis; Hoblitzell, Barbara; Allen, Charles; Oberlies, Michael; Nevarez, Rafael; Wood, Tina; Ramakis, Jessica; Koumare, Tracy; Simonds, Camille; Winters, Deborah; Cooper, Adam; Layton, Robert; Joseph, Dejah; Arthur, Susan; Hammersmith, Carolynn; Richards, Jim; Jefferson, Denise; Lee, Janice; Liu, Rebecca; Montgomery, Taylor; Metzger, Ivan; Carter, Sharon; Kasior, Anna; Burford, Tony; Scott, Tracey; Armwood, Rick; Lowery, Stephanie; Weiss, Nathan; Carter, Denise; Estep III, Bobby; Tate, Christopher; Kesner, Paul; Simeone, Anthony; Drew, Andrea; Aghdami, Kamran; Chism, Monique; Johnson, Javette; Wehausen, Robert; Ebanks, Caroline; Rines, Darryl; Callins, Corrinne; Jung, Britt; Montanti, Irene; Dyson-Duffy, Lisa; Lopez, Francisco Javier; Fowler, Anthony; Crawley, Shelby; Rubin, Todd; Zimmermann, Jacquelyn; Beth, Brittany; Smith, Richard; Crim, Susan; Booth, Lindsay; Gardner, Ashley; Quesinberry, Elaine; Doney, Joseph; Reed, Rosalyn; Clarke, Robbie V.; Haigh, John; Brickman, Michael; Reinhard, Kristin (OIG); Doyle, William; Washington, Lisa D.; Bunk, Andrew; Hathcock, John; Jackson, Tonia; Huber, Amy; Bassett-King, Lenear; Kostic, Kandice; Piskator, Gene; Pope, Tracy; Murrish, Sidney N.; Reynolds, Richard (Tim); Slater, Kesha; Miceli, Roberta; Harwarth, Irene; Fernando, Roy; Alfuth, Jon; Hudgins, Rodney; Kelly, Patrick; Eskelsen, Eric; McDevitt, Lisa; Murphy, Robert; Pinckney, Christine F.; Carriedo, Andres; Gray, Michael; Trick, Frederic; Taverner, Theodore; Anderson, Alexis; Ponce, Carola; Suris, Ralph; Betancourt, Alberto; Keohane, Bryan; Sattler, Neil; Collins, Jackie; Pabulos, Kaegy; Friendewey, Matthew; Henschel, Gregory; Berkowitz, David; Choi, Jean; Garcia, Sandra; Spitzgo, William; Letourneau, Kristina; Cox-Roush, Deborah; Lopez, Lea; Tuia, Justis; Wolfson, Erik;

Ramirez, Lisa; Berry, Robert; Cuffey, Linda; Fenwick, Beverly; Roberts, Sherika; Osineme, Sylvester; Eldridge, Elizabeth; Stullich, Stephanie; Wise, Shane; Taylor, Katherine; Todt, Andrea; Kirksey, Glenn; Hernandez, Ricardo; Washington, Lenore; Farmer, Katrina; Hill, Allen; Kimball, Karen; Wood, Tony; Goff, Jessica; Schmidt, Ashlee; Free, James; Savage, Jay; Christopher, Elise; Lankford, Sharon; Avery, Tawanda; Thomas, Sylvia; Cook, John; Bennett, Sarah; Frazier, Wanda; Chhabra, Vinita; Osby, Shamanda; Miller, Daniel J; Lowe, Eddie; Powell, James; Cadet, Jean-Paul; Fleming, Patrice; Boccanfuso, Christopher; Shewack, Linda; Bennett, Debra; Grigoryan, Vahan; Sullivan, Madeline; Cunningham, Phavy; Revill, David; Farris, Danny; Escalante, Melissa; Broadus, Wanda; Hartle, Jesse; Brinson, Donald; Semaszczuk, Slawko; Stetser, Marie; Draughn, Michelle; Janssen, Pamela; Wolridge, Curtis; Hong, Jennifer; Shipp, Paula; Whitaker, Calvin; Rhodes, Lisa; Winzer, Etienna (ET); Riddick, Angela; Ferguson, Gillum; Rooney, Patrick; Olmeda, Rosa; Williams, Leo; Pace, Sheba; Ryan, Sam; Griffin, Wesley; Band, Michael; Joseph, Denise; Ramsey, Tara; Cross, Freddie; Barthmaier, James; Honeysett, Adam; Ewell, Mae; Evola, Josephine; Morris, Michael; Segich, Richard; Steenen, Paul; Taliaferro, Jason; Williams, Sydney; Madsen, Stephen; Diamond, Tina; Johnson, Consuelo; Fenton, Christopher; Pollard, Daniel; McCarroll, Jill; Toussaint, Monique; Rodrigue, Tiina; McClendon, Jenny; Metcalf, Catherine; Brown, Matt; White, Carla; Hendrickson, Michael; Douglas-Green, LaShawn; Silvan, Melvin; Miller, Rebecca; Broschi, Michael; Slijepcevic, Stacey; Peasley, Donald; Eichner, Jill; Santy, Ross; Watson, Jeffrey; Torres, Jessica; Ohnemus, Edward; Richardson, Andre; Berg, Erin; Hill, Paula; Prather, Stephanie; Morgan, Earl; Roach, Ronald; Burley, Milton; Butler, Brandice; Reyes, Frederick; Tucker, Michelle; Young, Jennifer (OGC); Ferg-Cadima, James; Mercer, Bob; Bray, Debra; Rigas, Laura; Friendly, Deborah; Hodgdon, Jane; Boone, Nicole (FSA); Holmes, Michael; Elie, Erika; Baig, Abdul; Hudson, Alexandra; Byrne, Debra; Judd, Elizabeth; Robinson, Mark; Nawaz, Ann; Killian, Kathy; Shields, Trina; Cantos, Ollie; Chamberlain, Michael; Butler, Connie; Rosenberg, Joshua; Rangel, Alfonso; Gill, Amandeep; Sowell, Felicia; Bookman, Adam; Price, Veronica; Sanchez, Carmen; Cotton, Julius; Cooke, Geneise; Ritter, Kimberly; Schweitzer, Sherry; McKenzie, Carla; Lee, Ebony; Olufemi, Cyril; Martin, Nancy; Goodridge, Marcella; Merolli, Emily; Gwaltney, Patricia; McDermott, Maryann; Cook, Karolyn; Love, Mark; Blanchett, Irma; Perry, Tracey; Galik, Daniel; Colon, Nina; Bryant, Shirley A; Dalton, Ashby; Curtis, Alisha; Albro, Elizabeth; Gray, Calonie; Berrios, Oscar; Freeman-Simpkins, Mary; Turner, Sonja; Pollard, Erin; Aiello, Joe; Moye, Teshannee; Young, Gizelle; Stallings, Aubrey; Grossinger, Janel; Burke, Sandra; Hibler, Wyndon; Wilson, Otis; Starr, Benjamin; Shakir, Barakat; Mathew, Rebecca; Rodriguez, Jennifer; Arter, Nicholas; Outland, Frances; Reid, Hugh; Goodman, Amber; Johnson, Lakiyah; McFadden, Darryl; Provasnik, Stephen; Toye, Diarra; Toles, Vacherrie; Larson, Meredith; Lucas, Richard; Foss, Ian; Anderson, Robert; Tofig, Dana; Barr, Bernard; Owen, Nicholas O.; Coverson, Marcella; Yang, Quan; Manuel, Camille; Courchaine, Tara; Jackson, Eric D.; Roberts, Edie; Jones, LaShae; Lee, Carolyn; Ingalls,

Katrina; Linnehan, Meredith; Caesar, Hilbert; Brown, Glennette; Franklin, Sedika; Moser, William; Weaver-Dugan, Michele; Pope, Toni; Jackson, Nathaniel; Stracke, Linda; Wensil, Brenda; Fergusson, Tammi; Kelley, Antione; Erdelyi, Tom; Thompson, D'Mekka; Logan, Jonathan; Flamm, Doug; Leonard, Angie; Mitchell, Tracy; Campbell, Therese; Schnee, Matthew; Burton, Marilyn; Preston, Lincairn; Puram, Shruti; Roppel, Robert; Tripp-Melby, Pamela; Budd, Sally; Costello, Bianca; Pollard, Monique; Risch, Judith; Keenan, Cheryl; Gilroy, Jeanne; Pleasant, Larra; Jennings, Michele; Sheehan, Richard; Giarratano, Frank; Turner, Gabrielle; Boyd, Caryn; Evans, Jennifer; Marsh, LaTasha; Schellenberg, Ken; Connolly, Shauna; Payne, Gail; Hutko, Erika; Herbert, Doug; Priebe, Mark; (b)(6) Cutler, Samantha; Dirrigl, Mary Louise; Eisner, Elizabeth; Swann, Patrice; Ford, Kim R.; Lloyd, Leslie; Johnson, Cheyenne; Sanzenbacher, Andrew; Walker, Stacey; Anderson, Margo; Condah, L'Tosha; Jennings, Annette; Gales, Stephanie; Buchesky, Stanley; Gupta, Sanjay; Willoughby, Leslie; Winston, Melanie; Murray, Jacqueline L; Brasiel, Sarah; Parkinson, Tom; Broady, Cheryl; Ross, Chareese; Milner, Jillisa; Walls, Kristen; McLaughlin, Maureen; Battle, Cynthia; Nguyen, Thai-Hoa; Habash, Janice; Harris, Terry; Cohen-Boyer, Gillian

d\plain\The CFC Awards Ceremony takes place soon! Celebrate what you and your colleagues accomplished during ED's incredible 2016 CFC campaign. There will be cake! See details below.

d\plain

d\plain-

d\plain

d\plain**The CFC Awards Ceremony takes place Feb. 13 from 1PM—2PM in LBJ's Barnard Auditorium .**

d\plain

d\plainThe Combined Federal Campaign (CFC) Awards Ceremony is an opportunity to say **THANK YOU** to everyone who made ED's 2016 CFC campaign an incredible, record-breaking success.

d\plain

d\plainA variety of awards recognizing the department, individual offices, campaign workers, and donors will be given out. Join your colleagues in celebrating what you've accomplished together. **There will be cake!**

d\plain

d\plainLet's celebrate a record-breaking campaign.

d\plain

d\plainWith your help, ED achieved incredible results for charities and causes in desperate need of resources.

d\plain

d\plainED's 2016 Combined Federal Campaign raised over \$535K, well above our \$515K dollar goal. **The last time ED achieved its dollar goal was 4 years ago in 2012!**

d\plain

d\plainWe wanted to see at least 35% of the Department participate in the 2016 campaign. Amazingly, over 35% of ED contributed, a 5 percentage point increase over 2015's participation rate—more than double the increase warranting special recognition from the national campaign.

d\plain

d\plainThe ED family demonstrated remarkable generosity. We outperformed the overall campaign on several fronts, including % toward dollar goal, participation rate, avg. donation, and avg. gift per capita.

d\plain

d\plainGo ED. Now let's celebrate!

d\plain

d\plain—

d\plain

d\plainFor people outside of an ED building, watch the event here: <https://edstream.ed.gov/webcast/Play/7cfd8065e8e441a0b9273a3de92bdacf1d>. Those inside of an ED building can go to mediasite.ed.gov

d\plain

d\plainIf you require other reasonable accommodations to participate in this event, please contact Daniel McGinn-Shapiro by phone, 202-245-7251, or email at Daniel.McGinnShapiro@ed.gov no later than February 8.

Subject: CFC Awards Ceremony

Location: LBJ Barnard Auditorium

Start: Monday, February 13, 2017 1:00 PM

End: Monday, February 13, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: CFC

Required Attendees: DoED - UCP - ED Employees; DoED - LBJ - ED Employees; DoED - PCP - ED Employees

Optional Attendees: Moak, Rebecca; McMahon, Sean; Chapman, Sheilah; Blount, Venus; Plight, Andrea; Barnes, Nelda; McDade, John; Bennett, Ron; Malone, Emily; Lewis, Crystal; Weber, Keely; Addie, Sean; Bruce, Sandra; McCormick, Christopher; Bazile, Alexis; Hoblitzell, Barbara; Allen, Charles; Oberlies, Michael; Nevarez, Rafael; Wood, Tina; Ramakis, Jessica; Koumare, Tracy; Simonds, Camille; Winters, Deborah; Cooper, Adam; Layton, Robert; Joseph, Dejah; Arthur, Susan; Hammersmith, Carollynn; Richards, Jim; Jefferson, Denise; Lee, Janice; Liu, Rebecca; Montgomery, Taylor; Metzger, Ivan; Carter, Sharon; Kasior, Anna; Burford, Tony; Scott, Tracey; Armwood, Rick; Lowery, Stephanie; Weiss, Nathan; Carter, Denise; Estep III, Bobby; Tate, Christopher; Kesner, Paul; Simeone, Anthony; Drew, Andrea; Aghdami, Kamran; Chism, Monique; Johnson, Javette; Wehausen, Robert; Ebanks, Caroline; Rines, Darryl; Callins, Corrinne; Jung, Britt; Montanti, Irene; Dyson-Duffy, Lisa; Lopez, Francisco Javier; Fowler, Anthony; Crawley, Shelby; Rubin, Todd; Zimmermann, Jacquelyn; Beth, Brittany; Smith, Richard; Crim, Susan; Booth, Lindsay; Gardner, Ashley; Quesinberry, Elaine; Doney, Joseph; Reed, Rosalyn; Clarke, Robbie V.; Haigh, John; Brickman, Michael; Reinhard, Kristin (OIG); Doyle, William; Washington, Lisa D.; Bunk, Andrew; Hathcock, John; Jackson, Tonia; Huber, Amy; Bassett-King, Lenear; Kostic, Kandice; Piskator, Gene; Pope, Tracy; Murrish, Sidney N.; Reynolds, Richard (Tim); Slater, Kesha; Miceli, Roberta; Harwarth, Irene; Fernando, Roy; Alfuth, Jon; Hudgins, Rodney; Kelly, Patrick; Eskelsen, Eric; McDevitt, Lisa; Murphy, Robert; Pinckney, Christine F.; Carriedo, Andres; Gray, Michael; Trick, Frederic; Taverner, Theodore; Anderson, Alexis; Ponce, Carola; Suris, Ralph; Betancourt, Alberto; Keohane, Bryan; Sattler, Neil; Collins, Jackie; Pabulos, Kaegy; Friendewey, Matthew; Henschel, Gregory; Berkowitz, David; Choi, Jean; Garcia, Sandra; Spitzgo, William; Letourneau, Kristina; Cox-Roush, Deborah; Lopez, Lea; Tuia, Justis; Wolfson, Erik; Ramirez, Lisa; Berry, Robert; Cuffey, Linda; Fenwick, Beverly; Roberts,

Sherika; Osineme, Sylvester; Eldridge, Elizabeth; Stulich, Stephanie; Wise, Shane; Taylor, Katherine; Todt, Andrea; Kirksey, Glenn; Hernandez, Ricardo; Washington, Lenore; Farmer, Katrina; Hill, Allen; Kimball, Karen; Wood, Tony; Goff, Jessica; Schmidt, Ashlee; Free, James; Savage, Jay; Christopher, Elise; Lankford, Sharon; Avery, Tawanda; Thomas, Sylvia; Cook, John; Bennett, Sarah; Frazier, Wanda; Chhabra, Vinita; Osby, Shamanda; Miller, Daniel J; Lowe, Eddie; Powell, James; Cadet, Jean-Paul; Fleming, Patrice; Boccanfuso, Christopher; Shewack, Linda; Bennett, Debra; Grigoryan, Vahan; Sullivan, Madeline; Cunningham, Phavy; Revill, David; Farris, Danny; Escalante, Melissa; Broadus, Wanda; Hartle, Jesse; Brinson, Donald; Semaszczuk, Slawko; Stetser, Marie; Draughn, Michelle; Janssen, Pamela; Wolridge, Curtis; Hong, Jennifer; Shipp, Paula; Whitaker, Calvin; Rhodes, Lisa; Winzer, Etienna (ET); Riddick, Angela; Ferguson, Gillum; Rooney, Patrick; Olmeda, Rosa; Williams, Leo; Pace, Sheba; Ryan, Sam; Griffin, Wesley; Band, Michael; Joseph, Denise; Ramsey, Tara; Cross, Freddie; Barthmaier, James; Honeysett, Adam; Ewell, Mae; Evola, Josephine; Morris, Michael; Segich, Richard; Steenen, Paul; Taliaferro, Jason; Williams, Sydney; Madsen, Stephen; Diamond, Tina; Johnson, Consuelo; Fenton, Christopher; Pollard, Daniel; McCarroll, Jill; Toussaint, Monique; Rodrigue, Tiina; McClendon, Jenny; Metcalf, Catherine; Brown, Matt; White, Carla; Hendrickson, Michael; Douglas-Green, LaShawn; Silvan, Melvin; Miller, Rebecca; Broschi, Michael; Slijepcevic, Stacey; Peasley, Donald; Eichner, Jill; Santy, Ross; Watson, Jeffrey; Torres, Jessica; Ohnemus, Edward; Richardson, Andre; Berg, Erin; Hill, Paula; Prather, Stephanie; Morgan, Earl; Roach, Ronald; Burley, Milton; Butler, Brandice; Reyes, Frederick; Tucker, Michelle; Young, Jennifer (OGC); Ferg-Cadima, James; Mercer, Bob; Bray, Debra; Rigas, Laura; Friendly, Deborah; Hodgdon, Jane; Boone, Nicole (FSA); Holmes, Michael; Elie, Erika; Baig, Abdul; Hudson, Alexandra; Byrne, Debra; Judd, Elizabeth; Robinson, Mark; Nawaz, Ann; Killian, Kathy; Shields, Trina; Cantos, Ollie; Chamberlain, Michael; Butler, Connie; Rosenberg, Joshua; Rangel, Alfonso; Gill, Amandeep; Sowell, Felicia; Bookman, Adam; Price, Veronica; Sanchez, Carmen; Cotton, Julius; Cooke, Geneise; Ritter, Kimberly; Schweitzer, Sherry; McKenzie, Carla; Lee, Ebony; Olufemi, Cyril; Martin, Nancy; Goodridge, Marcella; Merolli, Emily; Gwaltney, Patricia; McDermott, Maryann; Cook, Karolyn; Love, Mark; Blanchett, Irma; Perry, Tracey; Galik, Daniel; Colon, Nina; Bryant, Shirley A; Dalton, Ashby; Curtis, Alisha; Albro, Elizabeth; Gray, Calonie; Berrios, Oscar; Freeman-Simpkins, Mary; Turner, Sonja; Pollard, Erin; Aiello, Joe; Moye, Teshannee; Young, Gizelle; Stallings, Aubrey; Grossinger, Janel; Burke, Sandra; Hibler, Wyndon; Wilson, Otis; Starr, Benjamin; Shakir, Barakat; Mathew, Rebecca; Rodriguez, Jennifer; Arter, Nicholas; Outland, Frances; Reid, Hugh; Goodman, Amber; Johnson, Lakiyah; McFadden, Darryl; Provasnik, Stephen; Toye, Diarra; Toles, Vacherrie; Larson, Meredith; Lucas, Richard; Foss, Ian; Anderson, Robert; Tofig, Dana; Barr, Bernard; Owen, Nicholas O.; Coverson, Marcella; Yang, Quan; Manuel, Camille; Courchaine, Tara; Jackson, Eric D.; Roberts, Edie; Jones, LaShae; Lee, Carolyn; Ingalls, Katrina; Linnehan, Meredith; Caesar, Hilbert; Brown, Glennette;

Franklin, Sedika; Moser, William; Weaver-Dugan, Michele; Pope, Toni; Jackson, Nathaniel; Stracke, Linda; Wensil, Brenda; Fergusson, Tammi; Kelley, Antione; Erdelyi, Tom; Thompson, D'Mekka; Logan, Jonathan; Flamm, Doug; Leonard, Angie; Mitchell, Tracy; Campbell, Therese; Schmeer, Matthew; Burton, Marilyn; Preston, Lincairn; Puram, Shruti; Roppel, Robert; Tripp-Melby, Pamela; Budd, Sally; Costello, Bianca; Pollard, Monique; Risch, Judith; Keenan, Cheryl; Gilroy, Jeanne; Pleasant, Larra; Jennings, Michele; Sheehan, Richard; Giarratano, Frank; Turner, Gabrielle; Boyd, Caryn; Evans, Jennifer; Marsh, LaTasha; Schellenberg, Ken; Connolly, Shauna; Payne, Gail; Hutko, Erika; Herbert, Doug; Priebe, Mark; ^{(b)(6)} [REDACTED] Cutler, Samantha; Dirrigl, Mary Louise; Eisner, Elizabeth; Swann, Patrice; Ford, Kim R.; Lloyd, Leslie; Johnson, Cheyenne; Sanzenbacher, Andrew; Walker, Stacey; Anderson, Margo; Condah, L'Tosha; Jennings, Annette; Gales, Stephanie; Buchesky, Stanley; Gupta, Sanjay; Willoughby, Leslie; Winston, Melanie; Murray, Jacqueline L; Brasiel, Sarah; Parkinson, Tom; Broady, Cheryl; Ross, Chareese; Milner, Jillisa; Walls, Kristen; McLaughlin, Maureen; Battle, Cynthia; Nguyen, Thai-Hoa; Habash, Janice; Harris, Terry; Cohen-Boyer, Gillian

d\plain\foThe CFC Awards Ceremony takes place soon! Celebrate what you and your colleagues accomplished during ED's incredible 2016 CFC campaign. There will be cake! See details below.

d\plain

d\plain-

d\plain

d\plainThe CFC Awards Ceremony takes place Feb. 13 from 1PM—2PM in LBJ's Barnard Auditorium .

d\plain

d\plainThe Combined Federal Campaign (CFC) Awards Ceremony is an opportunity to say **THANK YOU** to everyone who made ED's 2016 CFC campaign an incredible, record-breaking success.

d\plain

d\plainA variety of awards recognizing the department, individual offices, campaign workers, and donors will be given out. Join your colleagues in celebrating what you've accomplished together. **There will be cake!**

d\plainLet's celebrate a record-breaking campaign.

d\plain

d\plainWith your help, ED achieved incredible results for charities and causes in desperate need of resources.

d\plain

d\plainED's 2016 Combined Federal Campaign raised over \$535K, well above our \$515K dollar goal. **The last time ED achieved its dollar goal was 4 years ago in 2012!**

d\plain

d\plainWe wanted to see at least 35% of the Department participate in the 2016 campaign. Amazingly, over 35% of ED contributed, a 5 percentage point increase over 2015's participation rate—more than double the increase warranting special recognition from the national campaign.

d\plain

d\plainThe ED family demonstrated remarkable generosity. We outperformed the overall campaign on several fronts, including % toward dollar goal, participation rate, avg. donation, and avg. gift per capita.

d\plain

d\plainGo ED. Now let's celebrate!

d\plain

d\plain—

d\plain

d\plainFor people outside of an ED building, watch the event here:
<https://edstream.ed.gov/webcast/Play/7cfd8065e8e441a0b9273a3de92bdacf1d>. Those inside of an ED building can go to mediasite.ed.gov

d\plain

d\plainIf you require other reasonable accommodations to participate in this event, please contact Daniel McGinn-Shapiro by phone, 202-245-7251, or email at Daniel.McGinnShapiro@ed.gov no later than February 8.

DeVos, Betsy

Subject: FW: Beachhead Briefing (T)
Location: Office of the Secretary

Start: Monday, February 13, 2017 3:00 PM
End: Monday, February 13, 2017 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua; Ventimiglia, Eric
Optional Attendees: Botel, Jason; Manning, James; Buchesky, Stanley; Young, Patrick; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony

-----Original Appointment-----

From: DeVos, Betsy
Sent: Friday, February 10, 2017 2:01 PM
To: DeVos, Betsy; Venable, Joshua; Ventimiglia, Eric
Cc: Botel, Jason; Manning, James; Buchesky, Stanley; Young, Patrick; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony
Subject: FW: Beachhead Briefing (T)
When: Monday, February 13, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Office of the Secretary

-----Original Appointment-----

From: DeVos, Betsy
Sent: Friday, February 10, 2017 8:49 AM
To: DeVos, Betsy; Venable, Joshua; Ventimiglia, Eric
Subject: Beachhead Briefing (T)
When: Monday, February 13, 2017 9:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Office of the Secretary

Agenda forthcoming

DeVos, Betsy

Subject: FW: Beachhead Briefing (T)
Location: Office of the Secretary

Start: Monday, February 13, 2017 3:00 PM
End: Monday, February 13, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua; Ventimiglia, Eric
Optional Attendees: Botel, Jason; Manning, James; Buchesky, Stanley; Young, Patrick; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony

-----Original Appointment-----

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Subject: Beachhead Briefing (T)
When: Monday, February 13, 2017 9:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Office of the Secretary

Agenda forthcoming

DeVos, Betsy

Subject: FW: Gainful Employment Briefing
Location: Office of the Secretary

Start: Monday, February 13, 2017 4:00 PM
End: Monday, February 13, 2017 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Runcie, James; Mahaffie, Lynn; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; McHugh, Erin; Venable, Joshua; Botel, Jason; Manning, James; Buchesky, Stanley; Ventimiglia, Eric (Eric.Ventimiglia@ed.gov); Lee, Ebony

Hi Jana! This is optional for you

-----Original Appointment-----

From: DeVos, Betsy

Sent: Sunday, February 12, 2017 10:04 AM

To: DeVos, Betsy; Runcie, James; Mahaffie, Lynn; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; McHugh, Erin; Venable, Joshua; Botel, Jason; Manning, James; Buchesky, Stanley; Ventimiglia, Eric (Eric.Ventimiglia@ed.gov); Lee, Ebony

Subject: FW: Gainful Employment Briefing

When: Monday, February 13, 2017 4:00 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Office of the Secretary

DeVos, Betsy

Subject: FW: Gainful Employment Briefing
Location: Office of the Secretary

Start: Monday, February 13, 2017 4:00 PM
End: Monday, February 13, 2017 5:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Runcie, James; Mahaffie, Lynn; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; McHugh, Erin; Venable, Joshua; Botel, Jason; Manning, James; Buchesky, Stanley; Ventimiglia, Eric (Eric.Ventimiglia@ed.gov); Lee, Ebony

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Sent: Sunday, February 12, 2017 10:04 AM

To: DeVos, Betsy; Runcie, James; Mahaffie, Lynn; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; McHugh, Erin; Venable, Joshua; Botel, Jason; Manning, James; Buchesky, Stanley; Ventimiglia, Eric (Eric.Ventimiglia@ed.gov); Lee, Ebony

Subject: FW: Gainful Employment Briefing

When: Monday, February 13, 2017 4:00 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Office of the Secretary

DeVos, Betsy

Subject: FW: Beachhead Briefing
Location: Office of the Secretary

Start: Monday, February 13, 2017 5:00 PM
End: Monday, February 13, 2017 6:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua; Ventimiglia, Eric; Manning, James; Buchesky, Stanley; Young, Patrick; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; Botel, Jason

Hi Jana,

I know you said you can't make this one, which is fine, but figured I would send you the invitation

-----Original Appointment-----

From: DeVos, Betsy
Sent: Saturday, February 11, 2017 9:18 PM
To: DeVos, Betsy; Venable, Joshua; Ventimiglia, Eric; Manning, James; Buchesky, Stanley; Young, Patrick; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; Botel, Jason
Subject: Beachhead Briefing
When: Monday, February 13, 2017 5:00 PM-6:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Office of the Secretary

Agenda forthcoming

DeVos, Betsy

Subject: FW: Beachhead Briefing
Location: Office of the Secretary

Start: Monday, February 13, 2017 5:00 PM
End: Monday, February 13, 2017 6:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua; Ventimiglia, Eric; Manning, James; Buchesky, Stanley; Young, Patrick; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; Botel, Jason

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Sent: Saturday, February 11, 2017 9:18 PM
To: DeVos, Betsy; Venable, Joshua; Ventimiglia, Eric; Manning, James; Buchesky, Stanley; Young, Patrick; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; Botel, Jason
Subject: Beachhead Briefing
When: Monday, February 13, 2017 5:00 PM-6:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Office of the Secretary

Agenda forthcoming

Chester, LaVerne

Subject: WebTA Tutorial
Location: 7C105

Start: Wednesday, February 15, 2017 2:00 PM
End: Wednesday, February 15, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Chester, LaVerne
Required Attendees: Toner, Jana; Pollard, Monique
Optional Attendees: Ghoston, Gabrielle

Welcome to the Office of the Secretary

Good morning Jana – We would like to meet with you on Tuesday at 2:30 pm for a 30 minute deskside tutorial on WebTA.

WebTA is the Department's electronic time and attendance system and is used to record your duty hours and process your leave requests, and ultimately ensures that you get paid. Duty hours are based on a 8.5 hour work day and each pay period captures a two week timeframe. The current pay period began on February 6th, and ends February 18th.

This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks

LaVerne Chester

Executive Management Staff

Chester, LaVerne

Subject: WebTA Tutorial
Location: 7C105

Start: Wednesday, February 15, 2017 2:00 PM
End: Wednesday, February 15, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Chester, LaVerne
Required Attendees: Toner, Jana; Pollard, Monique

Welcome to the Office of the Secretary

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This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks

LaVerne Chester

Executive Management Staff

Chester, LaVerne

Subject: WebTA Tutorial
Location: 7C105

Start: Tuesday, February 14, 2017 2:30 PM
End: Tuesday, February 14, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Chester, LaVerne
Required Attendees: Toner, Jana; Pollard, Monique

Welcome to the Office of the Secretary

Good morning Jana – We would like to meet with you on Tuesday at 2:30 pm for a 30 minute deskside tutorial on WebTA.

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Thanks

LaVerne Chester

Executive Management Staff

Chester, LaVerne

Subject: WebTA Tutorial
Location: 7C105

Start: Wednesday, February 15, 2017 2:00 PM
End: Wednesday, February 15, 2017 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Chester, LaVerne
Required Attendees: Toner, Jana; Pollard, Monique

Welcome to the Office of the Secretary

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This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks

LaVerne Chester

Executive Management Staff

Chester, LaVerne

Subject: WebTA Tutorial
Location: 7C105

Start: Tuesday, February 14, 2017 2:30 PM
End: Tuesday, February 14, 2017 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Chester, LaVerne
Required Attendees: Toner, Jana; Pollard, Monique

Welcome to the Office of the Secretary

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This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks

LaVerne Chester

Executive Management Staff

Botel, Jason

Subject: Beachhead Leadership Team Meeting
Location: WDCFB6-7C101

Start: Tuesday, February 14, 2017 11:00 AM
End: Tuesday, February 14, 2017 12:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Buchesky, Stanley; Venable, Joshua; Manning, James; Ferguson, Gillum; Ventimiglia, Eric; Frendewey, Matthew

Botel, Jason

Subject: Beachhead Leadership Team Meeting
Location: WDCFB6-7C101; WDCFB6-7C100

Start: Wednesday, February 15, 2017 11:00 AM
End: Wednesday, February 15, 2017 12:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana

Botel, Jason

Subject: Beachhead Leadership Team Meeting
Location: WDCFB6-7C101

Start: Monday, January 30, 2017 11:00 AM
End: Monday, January 30, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)
Optional Attendees: Goad, Robert

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Delahunty, Sarah

Sorry for the time change; it is because several of us will be meeting with the Secretary at 11. Thanks!

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Ventimiglia, Eric; Simmons, Lee (Dougie); Ferguson, Gillum;
Buchesky, Stanley; Toner, Jana; Frendewey, Matthew; Venable, Joshua; Manning,
James

Gillum, Jana & I prep for cabinet affairs call

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Toner, Jana; Manning, James; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Ham, Holly; Toner, Jana; Manning, James; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony

Sorry for the change here – there is an 11am mtg with senior career execs that Stan, Jim and I should attend

Sent: Tuesday, June 12, 2018 12:56 PM
To: Botel, Jason; Manning, James; Ferguson, Gillum; Simmons, Lee (Dougie);
Venable, Joshua; Buchesky, Stanley; Toner, Jana; Friendewey, Matthew;
Ventimiglia, Eric; Lee, Ebony
Cc: Ham, Holly

Please note location change 7C101

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Toner, Jana; Manning, James; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony; Ham, Holly

Please note room change

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Friendewey, Matthew; Secretary's Conference Room (OS Managed); Ham, Holly; Buchesky, Stanley; Simmons, Lee (Dougie); Lee, Ebony; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Toner, Jana; Manning, James

Sorry for the change - need to accommodate some briefings

Sent: Tuesday, June 12, 2018 12:56 PM
To: Botel, Jason; Buchesky, Stanley; Venable, Joshua; Manning, James; Ferguson, Gillum; Ventimiglia, Eric; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie)

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Buchesky, Stanley; Frendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

Sorry for the change - trying to accommodate quarterly performance review meeting

Sent: Tuesday, June 12, 2018 12:56 PM
To: Botel, Jason; Toner, Jana; Ventimiglia, Eric; Buchesky, Stanley; Venable, Joshua; Manning, James; Ferguson, Gillum; Frendewey, Matthew

Botel, Jason

Subject: Beachhead Leadership Team Meeting
Location: Secretary's Conference Room (OS Managed)

Start: Monday, January 30, 2017 11:00 AM
End: Monday, January 30, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert
Optional Attendees: Goad, Robert

From:
Sent: Tuesday, June 12, 2018 12:57 PM
To: Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,
Matthew; Simmons, Lee (Dougie)
Cc: Goad, Robert
Subject: Beachhead Leadership Team Meeting - Conference Line – (b)(6)
Participant Code (b)(6)

Conference Line – (b)(6)
Participant Code (b)(6)
Leader Code: (b)(6) (Jason has Lead)

From:

Sent: Tuesday, June 12, 2018 12:57 PM

To: Botel, Jason; Ventimiglia, Eric; Simmons, Lee (Dougie); Ferguson, Gillum;
Buchesky, Stanley; Toner, Jana; Frendewey, Matthew; Venable, Joshua; Manning,
James

Gillum, Jana & I prep for cabinet affairs call

Sent: Tuesday, June 12, 2018 12:58 PM
To: Botel, Jason; Manning, James; Ferguson, Gillum; Simmons, Lee (Dougie);
Venable, Joshua; Buchesky, Stanley; Toner, Jana; Friendewey, Matthew;
Ventimiglia, Eric; Lee, Ebony
Cc: Ham, Holly

Please note location change 7C101

From:

Sent: Tuesday, June 12, 2018 12:58 PM

To: Botel, Jason; Toner, Jana; Manning, James; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony; Ham, Holly

Please note room change

From:

Sent: Tuesday, June 12, 2018 12:58 PM

To: Botel, Jason; Friendewey, Matthew; Secretary's Conference Room (OS Managed); Ham, Holly; Buchesky, Stanley; Simmons, Lee (Dougie); Lee, Ebony; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Toner, Jana; Manning, James

Sorry for the change - need to accommodate some briefings

From:

Sent: Tuesday, June 12, 2018 12:58 PM

To: Botel, Jason; Buchesky, Stanley; Frendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

Sorry for the change - trying to accommodate quarterly performance review meeting

From:

Sent: Tuesday, June 12, 2018 12:58 PM

To: Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,
Matthew; Simmons, Lee (Dougie)

Cc: Goad, Robert

Botel, Jason

Subject: Beachhead Leadership Team Meeting
Location: WDCFB6-7C101

Start: Monday, January 30, 2017 11:00 AM
End: Monday, January 30, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)

From:

Sent: Tuesday, June 12, 2018 12:51 PM

To: Botel, Jason; Friendewey, Matthew; Secretary's Conference Room (OS Managed); Ham, Holly; Buchesky, Stanley; Simmons, Lee (Dougie); Lee, Ebony; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Toner, Jana; Manning, James

Sorry for the change - need to accommodate some briefings

From:

Sent: Tuesday, June 12, 2018 12:51 PM

To: Botel, Jason; Toner, Jana; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ferguson, Gillum; Simmons, Lee (Dougie); Friendewey, Matthew; Ham, Holly; Lee, Ebony; Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

Botel, Jason

Subject: Beachhead Leadership Team Meeting
Location: WDCFB6-7C101

Start: Monday, January 30, 2017 11:00 AM
End: Monday, January 30, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Buchesky, Stanley; Simmons, Lee (Dougie); Lee, Ebony; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Frendewey, Matthew; Manning, James

Sent: Tuesday, June 12, 2018 12:50 PM
To: Botel, Jason; Ham, Holly; Toner, Jana; Manning, James; Ferguson, Gillum;
Frendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky,
Stanley; Ventimiglia, Eric; Lee, Ebony

Sorry for the change here – there is an 11am mtg with senior career execs that Stan, Jim and I should attend

Sent: Tuesday, June 12, 2018 12:50 PM
To: Botel, Jason; Toner, Jana; Manning, James; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony; Ham, Holly

Please note room change

From:

Sent: Tuesday, June 12, 2018 12:50 PM

To: Botel, Jason; Friendewey, Matthew; Secretary's Conference Room (OS Managed); Ham, Holly; Buchesky, Stanley; Simmons, Lee (Dougie); Lee, Ebony; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Toner, Jana; Manning, James

Sorry for the change - need to accommodate some briefings

From:
Sent: Tuesday, June 12, 2018 12:42 PM
To: Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,
Matthew; Simmons, Lee (Dougie)
Cc: Goad, Robert
Subject: Beachhead Leadership Team Meeting - Conference Line (b)(6)
Participant Code (b)(6)

Conference Line (b)(6)
Participant Code (b)(6)
Leader Code: (b)(6) (Jason has Lead)

From:

Sent: Tuesday, June 12, 2018 12:43 PM

To: Botel, Jason; Ham, Holly; Toner, Jana; Manning, James; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony

Sorry for the change here – there is an 11am mtg with senior career execs that Stan, Jim and I should attend

From:

Sent: Tuesday, June 12, 2018 12:43 PM

To: Botel, Jason; Friendewey, Matthew; Secretary's Conference Room (OS Managed); Ham, Holly; Buchesky, Stanley; Simmons, Lee (Dougie); Lee, Ebony; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Toner, Jana; Manning, James

Sorry for the change - need to accommodate some briefings



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE GENERAL COUNSEL

September 30, 2019

Elizabeth France
American Oversight
1030 15th Street, NW, B255
Washington, DC 20005

Re: *American Oversight v. U.S. Department of Education* – September 2019 Production
Civil Action No.: 1:17-cv-01247
FOIA Request No.: 17-01479-F

Dear Ms. France:

Enclosed with this letter you will find one (1) disc containing the September 2019 production of records responsive to the above-captioned FOIA litigation.

If you have any questions regarding this production, I can be reached at (202) 401-0409 or at Lydia.Makande@ed.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lydia T. Makande".

Lydia T. Makande
General Attorney

Enclosure: as stated

cc: AUSA John Truong

400 MARYLAND AVE. S.W., WASHINGTON, DC 20202-1100
www.ed.gov

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

From:

Sent: Tuesday, June 12, 2018 12:58 PM

To: Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,
Matthew; Simmons, Lee (Dougie)

Cc: Goad, Robert

Subject: Beachhead Leadership Team Meeting - Conference Line - [REDACTED]
Participant Code [REDACTED]

Conference Line - [REDACTED]

Participant Code [REDACTED]

Leader Code: [REDACTED] (Jason has Lead)

From:

Sent: Tuesday, June 12, 2018 12:58 PM

To: Botel, Jason; Ham, Holly; Toner, Jana; Manning, James; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony

Sorry for the change here – there is an 11am mtg with senior career execs that Stan, Jim and I should attend

Botel, Jason

Subject: Canceled: Beachhead Leadership Team Meeting
Location: Secretary's Conference Room (OS Managed)

Start: Monday, January 30, 2017 11:00 AM
End: Monday, January 30, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert
Optional Attendees: Goad, Robert

Importance: High

We apologize for this inconvenience there seems to be a bug in this invitation, please delete this series from your calendars. A new invitation will be forwarded shortly, please accept this new series.

Thanks so much
Paula

From:

Sent: Tuesday, June 12, 2018 12:54 PM

To: Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,
Matthew; Simmons, Lee (Dougie)

Cc: Goad, Robert

Subject: Beachhead Leadership Team Meeting - Conference Line (b)(6)
Participant Code (b)(6)

Conference Line (b)(6)

Participant Code (b)(6)

Leader Code: (b)(6) (Jason has Lead)

Sent: Tuesday, June 12, 2018 12:45 PM
To: Botel, Jason; Toner, Jana; Manning, James; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony

Sorry for the change here – there is an 11am mtg with senior career execs that Stan, Jim and I should attend

From:

Sent: Tuesday, June 12, 2018 12:56 PM

To: Botel, Jason; Ham, Holly; Toner, Jana; Manning, James; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony

Sorry for the change here – there is an 11am mtg with senior career execs that Stan, Jim and I should attend

Botel, Jason

Subject: Beachhead Leadership Team Meeting
Location: WDCFB6-7C101

Start: Monday, January 30, 2017 11:00 AM
End: Monday, January 30, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Manning, James; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony

Sent: Tuesday, June 12, 2018 12:42 PM
To: Botel, Jason; Toner, Jana; Manning, James; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Venable, Joshua; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony
Subject: Canceled: Beachhead Leadership Team Meeting
Importance: High

Presidents Day

Sent: Tuesday, June 12, 2018 12:48 PM
To: Botel, Jason; Ham, Holly; Toner, Jana; Manning, James; Ferguson, Gillum;
Frendewey, Matthew; Simmons, Lee (Dougie); Venable, Joshua; Buchesky,
Stanley; Ventimiglia, Eric; Lee, Ebony

Sorry for the change here – there is an 11am mtg with senior career execs that Stan, Jim and I should attend

Rosenfelt, Phil

Subject: Hold for Standing Meeting with Beachhead Team and OS, ODS, OUS, OGC

Location: Secretary's Conference Room (OS Managed) Conference Line: Participant Code

Start: Monday, February 13, 2017 12:00 PM

End: Monday, February 13, 2017 12:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Rosenfelt, Phil

Required Attendees: McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; McHugh, Erin

Attachments: Rules of the Road February 2017.docx; Deeper Dive Meetings Annotations (3).docx; ED Meeting Matrix - Feb 2017.docx

Conference Line:

Participant Code:

We discussed having a Monday meeting at Friday's meeting

Possible Agenda:

List of Deeper Dive Meetings
Rules of the Road (how to raise issues and get them resolved)
Meeting Matrix (including Communications Weekly Meeting) and Practices We May Want to Consider
How to Move Things on Hold

Deeper Dive/Structured Briefings

(b)(5)

Stracke, Linda

Subject: Status of Political Positions
Location: 7E102

Start: Wednesday, February 15, 2017 10:00 AM
End: Wednesday, February 15, 2017 10:30 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Tuesday from 10:00 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Stracke, Linda
Required Attendees: Young, Patrick; Dedert, Mitchell; Chester, LaVerne; Toner, Jana; Cox-Roush, Deborah

Stracke, Linda

Subject: Status of Political Positions

Location: 7E102 or code

Start: Tuesday, February 21, 2017 10:00 AM

End: Tuesday, February 21, 2017 10:30 AM

Recurrence: Weekly

Recurrence Pattern: Occurs every Tuesday from 10:00 AM to 10:30 AM effective 2/21/2017.

Meeting Status: Accepted

Organizer: Stracke, Linda

Required Attendees: Young, Patrick; Dedert, Mitchell; Chester, LaVerne; Toner, Jana; Cox-Roush, Deborah

Optional Attendees: Barclay, Valarie; Jones, Yolanda; Cuffee-Graves, Cassandra

Stracke, Linda

Subject: Status of Political Positions

Location: 7E102 o code

Start: Tuesday, February 21, 2017 10:00 AM

End: Tuesday, February 21, 2017 10:30 AM

Recurrence: Weekly

Recurrence Pattern: every Tuesday from 10:00 AM to 10:30 AM

Meeting Status: Accepted

Organizer: Stracke, Linda

Required Attendees: Young, Patrick; Dedert, Mitchell; Chester, LaVerne; Toner, Jana; Cox-Roush, Deborah

Optional Attendees: Barclay, Valarie; Jones, Yolanda; Cuffee-Graves, Cassandra

Stracke, Linda

Subject: Status of Political Positions

Location: 7E102 or code

Start: Tuesday, February 21, 2017 10:00 AM

End: Tuesday, February 21, 2017 10:30 AM

Recurrence: Weekly

Recurrence Pattern: Occurs every Tuesday from 10:00 AM to 10:30 AM effective 2/21/2017.

Meeting Status: Accepted

Organizer: Stracke, Linda

Required Attendees: Young, Patrick; Dedert, Mitchell; Chester, LaVerne; Toner, Jana; Cox-Roush, Deborah

Optional Attendees: Barclay, Valarie; Dubose, Yolanda; Cuffee-Graves, Cassandra; Haynes, Walidah; Pollard, Monique

From:

Sent: Tuesday, June 12, 2018 1:01 PM

To: Stracke, Linda; Dedert, Mitchell; Chester, LaVerne; Young, Patrick; Toner, Jana;
Cox-Roush, Deborah

Cc: Barclay, Valarie; Cuffee-Graves, Cassandra; Dubose, Yolanda; Haynes, Walidah

From:

Sent: Tuesday, June 12, 2018 1:01 PM

To: Stracke, Linda; Dedert, Mitchell; Young, Patrick; Toner, Jana; Cox-Roush, Deborah; Chester, LaVerne

Cc: Barclay, Valarie; Cuffee-Graves, Cassandra; Haynes, Walidah; Dubose, Yolanda; Starks, Kamilah

Sent: Tuesday, June 12, 2018 1:01 PM
To: Young, Patrick; Dedert, Mitchell; Chester, LaVerne; Cox-Roush, Deborah; Stracke, Linda; Young, Patrick; Dedert, Mitchell; Chester, LaVerne; Toner, Jana; Cox-Roush, Deborah
Cc: Barclay, Valarie; Dubose, Yolanda; Cuffee-Graves, Cassandra; Haynes, Walidah; Pollard, Monique; Barclay, Valarie; Dubose, Yolanda; Cuffee-Graves, Cassandra; Haynes, Walidah; Pollard, Monique

Sent: Tuesday, June 12, 2018 1:02 PM
To: Young, Patrick; Dedert, Mitchell; Chester, LaVerne; Cox-Roush, Deborah; Stracke, Linda; Young, Patrick; Dedert, Mitchell; Chester, LaVerne; Toner, Jana; Cox-Roush, Deborah
Cc: Barclay, Valarie; Dubose, Yolanda; Cuffee-Graves, Cassandra; Haynes, Walidah; Pollard, Monique; Barclay, Valarie; Dubose, Yolanda; Cuffee-Graves, Cassandra; Haynes, Walidah; Pollard, Monique

Stracke, Linda

From: Stracke, Linda
Sent: Friday, April 07, 2017 12:05 PM
To: Cox-Roush, Deborah; Chester, LaVerne; Young, Patrick; Dedert, Mitchell; Stracke, Linda; Cox-Roush, Deborah; Chester, LaVerne; Young, Patrick; Toner, Jana; Dedert, Mitchell
Cc: Pollard, Monique; Dubose, Yolanda; Haynes, Walidah; Cuffee-Graves, Cassandra; Barclay, Valarie; Pollard, Monique; Dubose, Yolanda; Haynes, Walidah; Cuffee-Graves, Cassandra; Barclay, Valarie; Starks, Kamilah
Subject: Status of Political Positions

Botel, Jason

Subject: Cabinet Affairs call

Location: Gillum's office

Start: Tuesday, February 21, 2017 12:25 PM

End: Tuesday, February 21, 2017 1:15 PM

Recurrence: Weekly

Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Ferguson, Gillum; Toner, Jana

* PLEASE NOTE NEW PARTICIPANT CODE *

Participant Dial-In

- Participant Code:

Botel, Jason

Subject: Cabinet Affairs call

Location: Gillum's office

Start: Tuesday, February 21, 2017 12:25 PM

End: Tuesday, February 21, 2017 1:15 PM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason

Required Attendees: Toner, Jana; Ferguson, Gillum

Botel, Jason

Subject: Cabinet Affairs call

Location: Gillum's office

Start: Tuesday, February 21, 2017 12:25 PM

End: Tuesday, February 21, 2017 1:15 PM

Recurrence: Weekly

Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Ferguson, Gillum; Toner, Jana

Participant Dial-In:

- Participant Code:

(b)(6)

Venable, Joshua

Subject: PPO Meeting w/Keagan Lenihan
Location: COS Office 7W305

Start: Friday, February 17, 2017 11:00 AM
End: Friday, February 17, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Keagan R. Lenihan
Office of Presidential Personnel

(b)(6)

Venable, Joshua

Subject: PPO Meeting w/Keagan Lenihan
Location: Secretary's Conference Room (OS Managed)

Start: Friday, February 17, 2017 11:00 AM
End: Friday, February 17, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; DeVos, Betsy

Keagan R. Lenihan
Office of Presidential Personnel

(b)(6)

Venable, Joshua

Subject: PPO Meeting w/Keagan Lenihan
Location: COS Office 7W305

Start: Friday, February 17, 2017 11:00 AM
End: Friday, February 17, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Keagan R. Lenihan
Office of Presidential Personnel

(b)(6)

Toner, Jana

Subject:

(b)(6)

Start:

Wednesday, February 15, 2017 9:30 AM

End:

Wednesday, February 15, 2017 10:00 AM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Patrick out of office

Start: Friday, April 07, 2017 12:00 AM
End: Monday, April 17, 2017 12:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: call with (b)(6)

Start: Tuesday, February 14, 2017 12:30 PM

End: Tuesday, February 14, 2017 1:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: secretary interviewing (b)(6) ?

Start: Thursday, February 16, 2017 2:00 PM

End: Thursday, February 16, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: SBD Interview Comms

Start: Thursday, February 16, 2017 2:00 PM
End: Thursday, February 16, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: SBD Interview Comms

Start: Thursday, February 16, 2017 2:00 PM
End: Thursday, February 16, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Staffing
Location: Jason's Office

Start: Wednesday, February 15, 2017 3:30 PM
End: Wednesday, February 15, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Botel, Jason; Young, Patrick

Toner, Jana

Subject: Call with (b)(6)

Start: Wednesday, February 15, 2017 1:00 PM

End: Wednesday, February 15, 2017 1:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call with (b)(6)

Start: Wednesday, February 15, 2017 2:30 PM

End: Wednesday, February 15, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call with (b)(6)
Location: She'll call me

Start: Wednesday, February 15, 2017 2:30 PM
End: Wednesday, February 15, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

(b)(6)

Toner, Jana

Subject: Call with (b)(6) (b)(6)
Location: She'll call me

Start: Wednesday, February 15, 2017 3:00 PM
End: Wednesday, February 15, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

(b)(6)

Toner, Jana

Subject: Meeting with (b)(6) (b)(6)

Start: Wednesday, February 15, 2017 1:00 PM

End: Wednesday, February 15, 2017 1:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Kathleen starting?

Start: Monday, February 20, 2017 12:00 AM
End: Tuesday, February 21, 2017 12:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Botel, Jason

Subject: Rescheduled Meeting - Phavy/Jana/Jason - OS Operations
Location: WDCFB6-7E104

Start: Tuesday, February 28, 2017 3:00 PM
End: Tuesday, February 28, 2017 3:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Cunningham, Phavy; Toner, Jana

Moving this meeting to Tuesday please let me know if this works for your schedule, apologize for any inconvenience.

Background:
Phavy – thanks for your message!

Paula – can you please find time and a small conference room for Phavy, Jana and me to meet next Wednesday or Thursday?

From: Cunningham, Phavy
Sent: Wednesday, February 15, 2017 10:43 AM
To: Botel, Jason
Subject: OS Operations

Good morning Jason,

I hope this email finds you well. Do you have some time next week, Wednesday or Thursday, to discuss several Office of the Secretary (OS) functions?

I am a career staff in OS and formerly worked with and supported the Chief of Staff team during the last administration. I would like to discuss my responsibilities such as OS clearance tracking and managing two OS Spring interns. I am also in the Pathways to Leadership program and invite the opportunity to discuss with you my role and possible job detail and mentorship opportunities.

I look forward to hearing from you.

Best regards,

Phavy

Botel, Jason

Subject: Meeting - Phavy/Jana/Jason - OS Operations
Location: WDCFB6-7E104

Start: Wednesday, February 22, 2017 3:30 PM
End: Wednesday, February 22, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Cunningham, Phavy; Toner, Jana

Please let me know if this change works for your schedules, Jason developed a conflict from the earlier time.

Background:
Phavy – thanks for your message!

Paula – can you please find time and a small conference room for Phavy, Jana and me to meet next Wednesday or Thursday?

From: Cunningham, Phavy
Sent: Wednesday, February 15, 2017 10:43 AM
To: Botel, Jason
Subject: OS Operations

Good morning Jason,

I hope this email finds you well. Do you have some time next week, Wednesday or Thursday, to discuss several Office of the Secretary (OS) functions?

I am a career staff in OS and formerly worked with and supported the Chief of Staff team during the last administration. I would like to discuss my responsibilities such as OS clearance tracking and managing two OS Spring interns. I am also in the Pathways to Leadership program and invite the opportunity to discuss with you my role and possible job detail and mentorship opportunities.

I look forward to hearing from you.

Best regards,

Phavy

Toner, Jana

Subject: talk to Stan

Start: Wednesday, February 15, 2017 4:00 PM
End: Wednesday, February 15, 2017 4:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: (b)(6) will call

Start: Friday, February 17, 2017 10:00 AM

End: Friday, February 17, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Kirby, Erika

Subject: WebTA training

Location: rm 7E229

Start: Thursday, February 16, 2017 9:30 AM

End: Thursday, February 16, 2017 10:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Kirby, Erika

Required Attendees: Toner, Jana

Kirby, Erika

Subject: WebTA training
Location: rm 7E229

Start: Thursday, February 16, 2017 9:30 AM
End: Thursday, February 16, 2017 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kirby, Erika
Required Attendees: Toner, Jana

Toner, Jana

Subject: Interview (b)(6) (b)(6) - she'll call me

Start: Thursday, February 16, 2017 11:00 AM

End: Thursday, February 16, 2017 12:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Boards Meeting
Location: 7c105

Start: Friday, February 17, 2017 10:00 AM
End: Friday, February 17, 2017 10:15 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Akins, Karen

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7E229

Start: Friday, February 17, 2017 10:00 AM
End: Friday, February 17, 2017 10:20 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Declined

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Jana, not sure if it's my network connection today, but I am unable to see availability on your calendar. If this time doesn't work for Friday morning, please suggest an alternative. Thanks.

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7E229

Start: Wednesday, February 22, 2017 9:30 AM
End: Wednesday, February 22, 2017 10:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7E229

Start: Friday, February 17, 2017 2:00 PM
End: Friday, February 17, 2017 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Tentative

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7E229

Start: Wednesday, February 22, 2017 10:30 AM
End: Wednesday, February 22, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7c105

Start: Friday, February 17, 2017 9:30 AM
End: Friday, February 17, 2017 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Tentative

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7E229

Start: Friday, February 17, 2017 9:30 AM
End: Friday, February 17, 2017 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Tentative

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7E229

Start: Friday, February 17, 2017 10:30 AM
End: Friday, February 17, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7E229

Start: Friday, February 17, 2017 10:30 AM
End: Friday, February 17, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Ham, Holly

Subject: Jana/Holly discussion
Location: Jana's office - 7E229

Start: Friday, February 17, 2017 10:30 AM
End: Friday, February 17, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Tentative

Organizer: Ham, Holly
Required Attendees: Toner, Jana

Toner, Jana

Subject: resumes and check in

Start: Thursday, February 16, 2017 3:00 PM
End: Thursday, February 16, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: resumes and check in

Start: Thursday, February 16, 2017 3:00 PM
End: Thursday, February 16, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Young, Patrick

Toner, Jana

Subject: resumes and check in

Start: Thursday, February 16, 2017 3:30 PM
End: Thursday, February 16, 2017 4:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Young, Patrick

Botel, Jason

Subject: Hatch Act Training Session - Rescheduled
Location: WDCFB6-7C101

Start: Friday, February 24, 2017 1:00 PM
End: Friday, February 24, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum (Gillum.Ferguson@ed.gov); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

Toner, Jana

Subject: Morning meeting
Location: 7c105

Start: Friday, February 17, 2017 9:00 AM
End: Friday, February 17, 2017 9:15 AM

Recurrence: Daily
Recurrence Pattern: every weekday from 9:00 AM to 9:15 AM

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Cox-Roush, Deborah; Young, Patrick

Start the day debrief on plans for the day, priorities, and issues to be addressed.

From:
Sent: Tuesday, June 12, 2018 1:06 PM
To: Cox-Roush, Deborah; Young, Patrick

Start the day debrief on plans for the day, priorities, and issues to be addressed.

Botel, Jason

Subject: Meeting Michael/Jana/Jason
Location: Jana's Office

Start: Friday, February 17, 2017 2:30 PM
End: Friday, February 17, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Brickman, Michael; Toner, Jana

Please let me know if this works for your schedule.

Thanks so much

Background:
Hi Paula,

Can you please find time for Michael, Jana and me to meet tomorrow (Friday) or early next week in Jana's office?

Botel, Jason

Subject: Standing Meeting with Beachhead Team and OS, ODS, OUS, OGC

Location: Secretary's Conference Room (OS Managed) - Conference
Line: Participant Code:

Start: Tuesday, February 21, 2017 12:00 PM
End: Tuesday, February 21, 2017 12:30 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every Tuesday and Thursday from 12:00 PM to 12:30 PM effective 2/21/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin

Attachments: Rules of the Road February 22 2017.docx

From:

Sent: Tuesday, June 12, 2018 1:09 PM

To: Botel, Jason; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin

Attachments: ED Meeting Matrix - Feb 2017.docx; Deeper Dive Meetings Annotations (3).docx; Rules of the Road February 2017.docx

Conference Line: Participant Code:

Rules of the Road (how to raise issues and get them resolved) – Revised 2/22/17

Deeper Dive Meetings Annotations (3).docx



Sent: Tuesday, June 12, 2018 1:09 PM
To: Botel, Jason; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin
Subject: Canceled: Standing Meeting with Beachhead Team and OS, ODS, OUS, OGC
Attachments: Rules of the Road February 22 2017.docx
Importance: High

Per Phil's suggestion, we are canceling this meeting for today and extending Thursday's meeting for an hour. Thanks!

Conference Line: Participant Code

Rules of the Road (how to raise issues and get them resolved) – Revised 2/22/17

From:

Sent: Tuesday, June 12, 2018 1:09 PM

To: Botel, Jason; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin

Attachments: ED Meeting Matrix - Feb 2017.docx; Deeper Dive Meetings Annotations (3).docx; Rules of the Road February 2017.docx

Conference Line: Participant Code:

Rules of the Road (how to raise issues and get them resolved) – Revised 2/22/17

[Deeper Dive Meetings Annotations \(3\).docx](#)



Botel, Jason

Subject: Standing Meeting with Beachhead Team and OS, ODS, OUS, OGC

Location: Secretary's Conference Room (OS Managed) - Conference Line

Participant Code:

Start: Tuesday, February 21, 2017 12:00 PM

End: Tuesday, February 21, 2017 12:30 PM

Recurrence: Weekly

Recurrence Pattern: Occurs every Tuesday and Thursday from 12:00 PM to 12:30 PM effective 2/21/2017.

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin

Attachments: Rules of the Road February 22 2017.docx

Conference Line: Participant Code:

Rules of the Road (how to raise issues and get them resolved) – Revised 2/22/17



Sent: Tuesday, June 12, 2018 1:09 PM
To: Botel, Jason; Manning, James; Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin
Subject: Canceled: Standing Meeting with Beachhead Team and OS, ODS, OUS, OGC
Importance: High

Canceling due to briefings this week.

Sent: Tuesday, June 12, 2018 1:09 PM
To: Botel, Jason; Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin
Subject: Canceled: Standing Meeting with Beachhead Team and OS, ODS, OUS, OGC
Importance: High

Maureen suggested we cancel this meeting and resume on Thursday; made sense to me. Enjoy the 30 min back 😊

From:

Sent: Tuesday, June 12, 2018 1:09 PM

To: Botel, Jason; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin

Attachments: Rules of the Road February 22 2017.docx

Please note this meeting will be a full hour to cover the topics planned for the meeting we canceled on Tuesday as well as the topics planned for today

Conference Line: Participant Code:

Rules of the Road (how to raise issues and get them resolved) – Revised 2/22/17



Toner, Jana

Subject: Interview with Candice Jackson
Location: Jim's Office

Start: Wednesday, February 22, 2017 1:00 PM
End: Wednesday, February 22, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Eitel, Robert; Manning, James

Toner, Jana

Subject: Interview with Candice Jackson
Location: Ebony's office

Start: Wednesday, February 22, 2017 2:00 PM
End: Wednesday, February 22, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Lee, Ebony

Toner, Jana

Subject: Interview with Candice Jackson
Location: Ebony's office

Start: Wednesday, February 22, 2017 2:30 PM
End: Wednesday, February 22, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Lee, Ebony

Toner, Jana

Subject: Interview with Candice Jackson
Location: Ebony's office

Start: Wednesday, February 22, 2017 3:30 PM
End: Wednesday, February 22, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Lee, Ebony

Toner, Jana

Subject: Interview with Candice Jackson
Location: TBD

Start: Wednesday, February 22, 2017 3:00 PM
End: Wednesday, February 22, 2017 3:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Botel, Jason

Toner, Jana

Subject: Josh Meeting with (b)(6) (b)(6)

Start: Thursday, February 23, 2017 3:00 PM

End: Thursday, February 23, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Kent Talbert

Start: Tuesday, February 21, 2017 2:30 PM
End: Tuesday, February 21, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call with (b)(6) (b)(6)

Start: Thursday, February 23, 2017 4:30 PM
End: Thursday, February 23, 2017 5:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Josh INterviews Candice

Start: Wednesday, February 22, 2017 2:00 PM
End: Wednesday, February 22, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: mtg with Cody

Start: Tuesday, February 21, 2017 1:15 PM
End: Tuesday, February 21, 2017 1:45 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Start: Tuesday, February 21, 2017 3:00 PM
End: Tuesday, February 21, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Jana,

Thank you for the opportunity. I am available today and tomorrow at 2:00pm (Central Time). Let me know if this works with your schedule.

Sincerely,

(b)(6)

(b)(6)

Mobile

(b)(6)

Chester, LaVerne

Subject: Process for Personnel Actions
Location: Telephone Conference (b)(6)
Start: Thursday, February 23, 2017 10:00 AM
End: Thursday, February 23, 2017 10:30 AM
Recurrence: (none)
Meeting Status: Accepted
Organizer: Chester, LaVerne
Required Attendees: Barclay, Valarie; Dedert, Mitchell; Jones, Yolanda; Pollard, Monique; Toner, Jana

Val/Yolando,
Mitch, Monique and I would like to meet with you for a few minutes to discuss the process currently in place for personnel actions. If this time is not convenient, please let me know what would be a good time.
Thanks
LaVerne

Dial-in Number: (b)(6)
Leader Code: (b)(6)
Participant Code: (b)(6)

Chester, LaVerne

Subject: Process for Personnel Actions
Location: Telephone Conference (b)(6)
Start: Thursday, February 23, 2017 10:00 AM
End: Thursday, February 23, 2017 10:30 AM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Chester, LaVerne
Required Attendees: Barclay, Valarie; Dedert, Mitchell; Jones, Yolanda; Pollard, Monique; Toner, Jana

Val/Yolando,
Mitch, Monique and I would like to meet with you for a few minutes to discuss the process currently in place for personnel actions. If this time is not convenient, please let me know what would be a good time.
Thanks
LaVerne

Dial-in Number: (b)(6)
Leader Code: (b)(6)
Participant Code: (b)(6)

Chester, LaVerne

Subject: Process for Personnel Actions
Location: 7E-102

Start: Thursday, February 23, 2017 10:30 AM
End: Thursday, February 23, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Declined

Organizer: Chester, LaVerne
Required Attendees: Barclay, Valarie; Dedert, Mitchell; Jones, Yolanda; Pollard, Monique; Toner, Jana; Cuffee-Graves, Cassandra
Optional Attendees: Stracke, Linda

Attachments: Hiring Process for Political Appointments.docx

Val/Yolanda,
Attached is the current Hiring process for Political Appointees. We would like to discuss changes to this process at the meeting tomorrow.
Thanks
LaVerne

Dial-in Number: (b)(6)
Leader Code: (b)(6)
Participant Code: (b)(6)

Chester, LaVerne

Subject: Process for Personnel Actions
Location: 7E-102

Start: Thursday, February 23, 2017 10:00 AM
End: Thursday, February 23, 2017 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Chester, LaVerne
Required Attendees: Barclay, Valarie; Dedert, Mitchell; Jones, Yolanda; Pollard, Monique; Toner, Jana; Cuffee-Graves, Cassandra

Attachments: Hiring Process for Political Appointments.docx

Val/Yolanda,
Attached is the current Hiring process for Political Appointees. We would like to discuss changes to this process at the meeting tomorrow.
Thanks
LaVerne

Dial-in Number:
Leader Code:
Participant Code:

Venable, Joshua

Subject: Meeting with Jana Toner
Location: COS Office

Start: Wednesday, February 22, 2017 2:30 PM
End: Wednesday, February 22, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Jana – would you be able to do 30 min with Josh tomorrow at 2:30 pm to discuss ongoing PPO items?

Venable, Joshua

Subject: Tentative meeting with Jana Toner
Location: COS Office

▣ **Start:** Wednesday, February 22, 2017 2:30 PM
End: Wednesday, February 22, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Jana – would you be able to do 30 min with Josh tomorrow at 2:30 pm to discuss ongoing PPO items?

Venable, Joshua

Subject: Meeting with Jana Toner
Location: COS Office

Start: Wednesday, February 22, 2017 2:30 PM
End: Wednesday, February 22, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Jana – would you be able to do 30 min with Josh tomorrow at 2:30 pm to discuss ongoing PPO items?

Venable, Joshua

Subject: Tentative meeting with Jana Toner
Location: COS Office

Start: Wednesday, February 22, 2017 2:30 PM
End: Wednesday, February 22, 2017 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Jana – would you be able to do 30 min with Josh tomorrow at 2:30 pm to discuss ongoing PPO items?

Toner, Jana

Subject: Appointee Happy Hour

Start: Thursday, February 23, 2017 6:00 PM
End: Thursday, February 23, 2017 8:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Josh Interviewing (b)(6) 12:15; Secretary in at 12:35

Start: Wednesday, February 22, 2017 12:15 PM

End: Wednesday, February 22, 2017 12:45 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Secretary interviews Bob

Start: Wednesday, February 22, 2017 2:00 PM
End: Wednesday, February 22, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: (b)(6) (b)(6)

Start: Monday, February 27, 2017 12:00 PM
End: Monday, February 27, 2017 1:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: (b)(6) (b)(6)

Start: Monday, February 27, 2017 12:00 PM

End: Monday, February 27, 2017 1:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6) (b)(6)
Location: (b)(6) (b)(6)
Start: Wednesday, February 22, 2017 4:00 PM
End: Wednesday, February 22, 2017 4:30 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Jana:
Good to hear from you. I can talk with you at 4PM eastern today. My number is (b)(6) (b)(6) Let know if this is still good for you.
Best,
Kathy

Kathy Madigan
Sent from my iPhone

On Feb 22, 2017, at 9:07 AM, Toner, Jana <Jana.Toner@ed.gov> wrote:

(b)(6)

I was forwarded your resume by Josh Venable. I'm working with the White House and the Secretary on hiring the political appointees for the department and hope we can set up a time to talk sometime today or tomorrow. I'm free at 4pm today? Or perhaps tomorrow after 1? Please let me know what works for you.

I look forward to hearing from you,

Jana C. Toner
U.S. Department of Education
Direct (202) 453-6297
Mobile (202) 213-6974

Toner, Jana

Subject: Call Sara

Start: Thursday, February 23, 2017 3:30 PM
End: Thursday, February 23, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: meeting with josh and jana

Start: Wednesday, February 22, 2017 3:30 PM
End: Wednesday, February 22, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Botel, Jason

Toner, Jana

Subject: meeting with josh and jana

Start: Wednesday, February 22, 2017 2:30 PM
End: Wednesday, February 22, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Botel, Jason

Toner, Jana

Subject: Call Sara

Location:

Start: Thursday, February 23, 2017 3:30 PM

End: Thursday, February 23, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Let's set tomorrow at 3:30. I'll call you at -

Botel, Jason

Subject: Meeting - Annie Hsiao Ref: LEE Support
Location: 400 Maryland Ave, SW, Washington DC, Room 7C105

Start: Monday, March 13, 2017 10:00 AM
End: Monday, March 13, 2017 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Annie.Hsiao@educationalequity.org

Background:

From: Botel, Jason [<mailto:Jason.Botel@ed.gov>]
Sent: Monday, February 20, 2017 10:02 PM
To: Annie Hsiao <Annie.Hsiao@educationalequity.org>; Taylor Stewart <Taylor.Stewart@educationalequity.org>
Cc: Hill, Paula <Paula.Hill@ed.gov>; Toner, Jana <Jana.Toner@ed.gov>
Subject: Fwd: Congratulations and LEE Support

Taylor - so sorry for the delayed response! I am still catching up! Thank you so much for the kind message below. Please let Paul & me know the next time that you will be in DC so that my colleague Jana and I can get together with you!

Annie - please let Paula and me know whether you are available to get together here in DC or whether you would prefer to have a phone call. I would love to meet with you and or speak with you along with my colleague Jana. Thanks!

Sent from my iPhone

Begin forwarded message:

From: jason botel <(b)(6)>
Date: February 20, 2017 at 8:12:31 AM EST
To: "Botel, Jason" <Jason.Botel@ed.gov>
Subject: Fwd: Congratulations and LEE Support

----- Forwarded message -----

From: Taylor Stewart <Taylor.Stewart@educationalequity.org>

Date: Mon, Jan 30, 2017 at 3:27 PM
Subject: Congratulations and LEE Support

To: (b)(6)
Cc: Annie Hsiao <Annie.Hsiao@educationalequity.org>

Hi Jason –

I hope this email finds you well and that you are digging out from all of the well-wishes on the new role. I want to add mine as well and say that I'm really glad that you are there leading efforts to shape ED and the landscape of federal policy. Next time I am in DC, or when you are in Baltimore, it would be great to grab a cup of coffee. I know your schedule is probably crazy so let me know when you are available.

I know that you are likely busy onboarding in the new role, but I wanted to reconnect you to my colleague Annie Hsiao on our Policy and Advocacy Leadership Team. Annie has been coaching many of our members who are interested in education work in the new administration. I hope that LEE can continue to be a source of talented leaders for you in the transition. Would you be able to connect with Annie to discuss opportunities and the best ways for members to connect with department roles?

Thanks for all you do and please feel free to reach out if you need anything from me.

Talk soon,

Taylor Stewart

Regional Director, Baltimore

Leadership for Educational Equity

C: 202.664.3152

O: 2601 N. Howard Street, Suite 300, Baltimore, MD 21218

Educationalequity.org | [Twitter](#) | [Facebook](#)

Botel, Jason

Subject: Meeting - Annie Hsiao Ref: LEE Support
Location: 400 Maryland Ave, SW, Washington DC, Room 7C105

Start: Monday, March 13, 2017 10:30 AM
End: Monday, March 13, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Annie.Hsiao@educationalequity.org

Background:

From: Botel, Jason [<mailto:Jason.Botel@ed.gov>]
Sent: Monday, February 20, 2017 10:02 PM
To: Annie Hsiao <Annie.Hsiao@educationalequity.org>; Taylor Stewart <Taylor.Stewart@educationalequity.org>
Cc: Hill, Paula <Paula.Hill@ed.gov>; Toner, Jana <Jana.Toner@ed.gov>
Subject: Fwd: Congratulations and LEE Support

Taylor - so sorry for the delayed response! I am still catching up! Thank you so much for the kind message below. Please let Paul & me know the next time that you will be in DC so that my colleague Jana and I can get together with you!

Annie - please let Paula and me know whether you are available to get together here in DC or whether you would prefer to have a phone call. I would love to meet with you and or speak with you along with my colleague Jana. Thanks!

Sent from my iPhone

Begin forwarded message:

From: jason botel <(b)(6)>
Date: February 20, 2017 at 8:12:31 AM EST
To: "Botel, Jason" <Jason.Botel@ed.gov>
Subject: Fwd: Congratulations and LEE Support

----- Forwarded message -----

From: Taylor Stewart <Taylor.Stewart@educationalequity.org>

Date: Mon, Jan 30, 2017 at 3:27 PM

Subject: Congratulations and LEE Support

To: (b)(6)

Cc: Annie Hsiao <Annie.Hsiao@educationalequity.org>

Hi Jason –

I hope this email finds you well and that you are digging out from all of the well-wishes on the new role. I want to add mine as well and say that I'm really glad that you are there leading efforts to shape ED and the landscape of federal policy. Next time I am in DC, or when you are in Baltimore, it would be great to grab a cup of coffee. I know your schedule is probably crazy so let me know when you are available.

I know that you are likely busy onboarding in the new role, but I wanted to reconnect you to my colleague Annie Hsiao on our Policy and Advocacy Leadership Team. Annie has been coaching many of our members who are interested in education work in the new administration. I hope that LEE can continue to be a source of talented leaders for you in the transition. Would you be able to connect with Annie to discuss opportunities and the best ways for members to connect with department roles?

Thanks for all you do and please feel free to reach out if you need anything from me.

Talk soon,

Taylor Stewart

Regional Director, Baltimore

Leadership for Educational Equity

C: 202.664.3152

O: 2601 N. Howard Street, Suite 300, Baltimore, MD 21218

Educationalequity.org | [Twitter](#) | [Facebook](#)

Botel, Jason

Subject: Meeting - Annie Hsiao Ref: LEE Support
Location: 400 Maryland Ave, SW, Washington DC, Room 7C105

Start: Monday, March 13, 2017 10:30 AM
End: Monday, March 13, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Annie.Hsiao@educationalequity.org

Background:

From: Botel, Jason [<mailto:Jason.Botel@ed.gov>]
Sent: Monday, February 20, 2017 10:02 PM
To: Annie Hsiao <Annie.Hsiao@educationalequity.org>; Taylor Stewart <Taylor.Stewart@educationalequity.org>
Cc: Hill, Paula <Paula.Hill@ed.gov>; Toner, Jana <Jana.Toner@ed.gov>
Subject: Fwd: Congratulations and LEE Support

Taylor - so sorry for the delayed response! I am still catching up! Thank you so much for the kind message below. Please let Paul & me know the next time that you will be in DC so that my colleague Jana and I can get together with you!

Annie - please let Paula and me know whether you are available to get together here in DC or whether you would prefer to have a phone call. I would love to meet with you and or speak with you along with my colleague Jana. Thanks!

Sent from my iPhone

Begin forwarded message:

From: jason botel <(b)(6)>
Date: February 20, 2017 at 8:12:31 AM EST
To: "Botel, Jason" <Jason.Botel@ed.gov>
Subject: Fwd: Congratulations and LEE Support

----- Forwarded message -----

From: Taylor Stewart <Taylor.Stewart@educationalequity.org>

Date: Mon, Jan 30, 2017 at 3:27 PM
Subject: Congratulations and LEE Support

To: [REDACTED]
Cc: Annie Hsiao <Annie.Hsiao@educationalequity.org>

Hi Jason –

I hope this email finds you well and that you are digging out from all of the well-wishes on the new role. I want to add mine as well and say that I'm really glad that you are there leading efforts to shape ED and the landscape of federal policy. Next time I am in DC, or when you are in Baltimore, it would be great to grab a cup of coffee. I know your schedule is probably crazy so let me know when you are available.

I know that you are likely busy onboarding in the new role, but I wanted to reconnect you to my colleague Annie Hsiao on our Policy and Advocacy Leadership Team. Annie has been coaching many of our members who are interested in education work in the new administration. I hope that LEE can continue to be a source of talented leaders for you in the transition. Would you be able to connect with Annie to discuss opportunities and the best ways for members to connect with department roles?

Thanks for all you do and please feel free to reach out if you need anything from me.

Talk soon,

Taylor Stewart

Regional Director, Baltimore

Leadership for Educational Equity

C: 202.664.3152

O: 2601 N. Howard Street, Suite 300, Baltimore, MD 21218

Educationalequity.org | [Twitter](#) | [Facebook](#)

Botel, Jason

Subject: Meeting - Annie Hsiao Ref: LEE Support
Location: 400 Maryland Ave, SW, Washington DC, Room 7C105

Start: Monday, March 13, 2017 10:00 AM
End: Monday, March 13, 2017 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Annie.Hsiao@educationalequity.org

Background:

From: Botel, Jason [<mailto:Jason.Botel@ed.gov>]
Sent: Monday, February 20, 2017 10:02 PM
To: Annie Hsiao <Annie.Hsiao@educationalequity.org>; Taylor Stewart <Taylor.Stewart@educationalequity.org>
Cc: Hill, Paula <Paula.Hill@ed.gov>; Toner, Jana <Jana.Toner@ed.gov>
Subject: Fwd: Congratulations and LEE Support

Taylor - so sorry for the delayed response! I am still catching up! Thank you so much for the kind message below. Please let Paul & me know the next time that you will be in DC so that my colleague Jana and I can get together with you!

Annie - please let Paula and me know whether you are available to get together here in DC or whether you would prefer to have a phone call. I would love to meet with you and or speak with you along with my colleague Jana. Thanks!

Sent from my iPhone

Begin forwarded message:

From: jason botel <(b)(6)>
Date: February 20, 2017 at 8:12:31 AM EST
To: "Botel, Jason" <Jason.Botel@ed.gov>
Subject: Fwd: Congratulations and LEE Support

----- Forwarded message -----

From: Taylor Stewart <Taylor.Stewart@educationalequity.org>

Date: Mon, Jan 30, 2017 at 3:27 PM

Subject: Congratulations and LEE Support

To: (b)(6)

Cc: Annie Hsiao <Annie.Hsiao@educationalequity.org>

Hi Jason –

I hope this email finds you well and that you are digging out from all of the well-wishes on the new role. I want to add mine as well and say that I'm really glad that you are there leading efforts to shape ED and the landscape of federal policy. Next time I am in DC, or when you are in Baltimore, it would be great to grab a cup of coffee. I know your schedule is probably crazy so let me know when you are available.

I know that you are likely busy onboarding in the new role, but I wanted to reconnect you to my colleague Annie Hsiao on our Policy and Advocacy Leadership Team. Annie has been coaching many of our members who are interested in education work in the new administration. I hope that LEE can continue to be a source of talented leaders for you in the transition. Would you be able to connect with Annie to discuss opportunities and the best ways for members to connect with department roles?

Thanks for all you do and please feel free to reach out if you need anything from me.

Talk soon,

Taylor Stewart

Regional Director, Baltimore

Leadership for Educational Equity

C: 202.664.3152

O: 2601 N. Howard Street, Suite 300, Baltimore, MD 21218

Educationalequity.org | [Twitter](#) | [Facebook](#)

Toner, Jana

Subject: Candice meeting with SBD

Start: Thursday, February 23, 2017 11:00 AM
End: Thursday, February 23, 2017 12:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Ghoston, Gabrielle

Subject: SENSITIVE SYSTEM REQUEST FORM COMPLETION
Location: 7C105

Start: Thursday, February 23, 2017 1:00 PM
End: Thursday, February 23, 2017 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Ghoston, Gabrielle
Required Attendees: Toner, Jana

Ghoston, Gabrielle

Subject: Canceled: SENSITIVE SYSTEM REQUEST FORM COMPLETION
Location: 7C105

Start: Thursday, February 23, 2017 1:00 PM
End: Thursday, February 23, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Ghoston, Gabrielle
Required Attendees: Toner, Jana

Importance: High

Ghoston, Gabrielle

Subject: SENSITIVE SYSTEM REQUEST FORM COMPLETION

Location: 7C105

Start: Thursday, February 23, 2017 1:00 PM

End: Thursday, February 23, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Ghoston, Gabrielle

Required Attendees: Toner, Jana

Venable, Joshua

Subject: Meeting w/Jason & Jana

Start: Thursday, February 23, 2017 11:15 AM
End: Thursday, February 23, 2017 11:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; Botel, Jason

Toner, Jana

Subject: PY - Chris Rinkus meets with Ebony and Joe

Start: Monday, February 27, 2017 1:30 PM

End: Monday, February 27, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)
Location: Secretary's conference room - Dial- In Number (b)(6)
(b)(6) Participant Passcode: (b)(6)

Start: Monday, March 06, 2017 1:00 PM
End: Monday, March 06, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Bell-Ellwanger, Jenn
Optional Attendees: Poirier, Kylie; Patillo, Ashley; Anthony, Emily; Churchwell, Nikki; Ham, Holly; Carr, Peggy

Dial-In Number: 1 (b)(6)
Participants Passcode: (b)(6)
Leader: Maureen McLaughlin

2/28 – Apologies for the late change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Sandy Battle will send the briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)
Location: Secretary's conference room

Start: Monday, March 06, 2017 1:00 PM
End: Monday, March 06, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Bell-Ellwanger, Jenn
Optional Attendees: Poirier, Kylie; Patillo, Ashley; Anthony, Emily; Churchwell, Nikki

2/28 – Apologies for the late change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Sandy Battle will send the briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)

Location: Secretary's conference room

Start: Monday, March 06, 2017 1:00 PM

End: Monday, March 06, 2017 2:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Bell-Ellwanger, Jenn

Optional Attendees: Poirier, Kylie; Patillo, Ashley; Anthony, Emily; Churchwell, Nikki; Ham, Holly

2/28 – Apologies for the late change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Sandy Battle will send the briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)
Location: Secretary's conference room - Dial- In Number (b)(6)
(b)(6) Participant Passcode: (b)(6)

Start: Monday, March 06, 2017 1:00 PM
End: Monday, March 06, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Bell-Ellwanger, Jenn
Optional Attendees: Poirier, Kylie; Patillo, Ashley; Anthony, Emily; Churchwell, Nikki; Ham, Holly

Dial-In Number: 1 (b)(6)
Participants Passcode: (b)(6)
Leader: Maureen McLaughlin

2/28 – Apologies for the late change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Sandy Battle will send the briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)

Location: Secretary's conference room

Start: Wednesday, March 01, 2017 4:00 PM

End: Wednesday, March 01, 2017 5:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin

Sandy Battle will send the briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)
Location: Secretary's conference room

Start: Monday, March 06, 2017 1:00 PM
End: Monday, March 06, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Bell-Ellwanger, Jenn
Optional Attendees: Poirier, Kylie; Patillo, Ashley

2/28 – Apologies for the late change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Sandy Battle will send the briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)

Location: Secretary's conference room

Start: Wednesday, March 01, 2017 4:00 PM

End: Wednesday, March 01, 2017 5:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Bell-Ellwanger, Jenn

Sandy Battle will send the briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)
Location: Secretary's conference room

Start: Monday, March 06, 2017 1:00 PM
End: Monday, March 06, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Bell-Ellwanger, Jenn

2/28 – Apologies for the late change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Sandy Battle will send the briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Civil Rights Data Collection (CRDC)
Location: Secretary's conference room

Start: Monday, March 06, 2017 1:00 PM
End: Monday, March 06, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Battle, Sandra; Reyes, Alejandro; Faiella, Matt; Brown, Janis; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Bell-Ellwanger, Jenn
Optional Attendees: Poirier, Kylie

2/28 – Apologies for the late change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Sandy Battle will send the briefing paper the day before the meeting.

Toner, Jana

Start: Thursday, March 09, 2017 1:00 PM

End: Thursday, March 09, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana

Required Attendees: Lee, Ebony; Venable, Joshua

McLaughlin, Maureen

Subject: Briefing on Teach to Lead
Location: Secretary's conference room

Start: Thursday, March 02, 2017 10:00 AM
End: Thursday, March 02, 2017 10:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Cohen-Boyer, Gillian; Barney, Amanda; Kelly, Patrick; Stratman, Karen; Dorfman, Cynthia; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Rosenfelt, Phil

Cynthia and the Teach to Lead team will share a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Teach to Lead
Location: Secretary's conference room

Start: Thursday, March 02, 2017 10:00 AM
End: Thursday, March 02, 2017 10:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Cohen-Boyer, Gillian; Barney, Amanda; Kelly, Patrick; Stratman, Karen; Dorfman, Cynthia; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; Conaty, Joe; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Rosenfelt, Phil; Doolittle, Charles

Cynthia and the Teach to Lead team will share a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Teach to Lead
Location: Secretary's conference room

Start: Thursday, March 02, 2017 10:00 AM
End: Thursday, March 02, 2017 10:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Cohen-Boyer, Gillian; Barney, Amanda; Kelly, Patrick; Stratman, Karen; Dorfman, Cynthia; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; Conaty, Joe; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Rosenfelt, Phil; Doolittle, Charles
Optional Attendees: Williams, Bryan

Cynthia and the Teach to Lead team will share a briefing paper the day before the meeting.

DeVos, Betsy

Subject: Meeting with Jose Viana
Location: Office of the Secretary

Start: Wednesday, March 08, 2017 3:00 PM
End: Wednesday, March 08, 2017 3:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Delahunty, Sarah; Toner, Jana

DeVos, Betsy

Subject: Meeting with Jose Viana
Location: Office of the Secretary

Start: Wednesday, March 08, 2017 2:00 PM
End: Wednesday, March 08, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Delahunty, Sarah; Toner, Jana

DeVos, Betsy

Subject: Meeting with Jose Viana
Location: Office of the Secretary

Start: Wednesday, March 08, 2017 2:30 PM
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Recurrence: (none)

Meeting Status: Accepted

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Required Attendees: Delahunty, Sarah; Toner, Jana

DeVos, Betsy

Subject: Meeting with Jose Viana
Location: Office of the Secretary

Start: Wednesday, March 08, 2017 1:30 PM
End: Wednesday, March 08, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Delahunty, Sarah; Toner, Jana

DeVos, Betsy

Subject: Meeting with Jose Viana
Location: Office of the Secretary

Start: Wednesday, March 08, 2017 2:00 PM
End: Wednesday, March 08, 2017 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Delahunty, Sarah; Toner, Jana

DeVos, Betsy

Subject: Meeting with Jose Viana
Location: Office of the Secretary

Start: Wednesday, March 08, 2017 3:00 PM
End: Wednesday, March 08, 2017 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Delahunty, Sarah; Toner, Jana

DeVos, Betsy

Subject: Meeting with Jose Viana
Location: Office of the Secretary

Start: Wednesday, March 08, 2017 2:30 PM
End: Wednesday, March 08, 2017 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Delahunty, Sarah; Toner, Jana

McLaughlin, Maureen

Subject: Briefing on Borrower Defenses
Location: Secretary's conference room

Start: Wednesday, March 01, 2017 3:00 PM
End: Wednesday, March 01, 2017 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Mahaffie, Lynn; Runcie, James; Rosenfelt, Phil; McFadden, Elizabeth; Conaty, Joe; McHugh, Erin; Carter, Denise; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony

Lynn will provide a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Borrower Defenses
Location: Secretary's conference room

Start: Wednesday, March 01, 2017 3:00 PM
End: Wednesday, March 01, 2017 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Mahaffie, Lynn; Runcie, James; Rosenfelt, Phil; McFadden, Elizabeth; Conaty, Joe; McHugh, Erin; Carter, Denise; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony
Optional Attendees: Urwitz, Jay; Zibel, Daniel

Lynn will provide a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Borrower Defenses

Location: Secretary's conference room

Start: Monday, March 06, 2017 9:00 AM

End: Monday, March 06, 2017 10:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Carter, Denise; Toner, Jana; McFadden, Elizabeth; Venable, Joshua; McHugh, Erin; Ventimiglia, Eric; Runcie, James; Lee, Ebony; Friendewey, Matthew; Buchesky, Stanley; Ferguson, Gillum; Conaty, Joe; Manning, James; Botel, Jason; Rosenfelt, Phil; Mahaffie, Lynn

Optional Attendees: Zibel, Daniel; Leith, William; Kim, Laura; Jenkins, Harold; Nevin, Colleen; Siegel, Brian; McLarnon, Gail; Weisman, Annmarie; Curran, Frank D.; Urwitz, Jay; Patillo, Ashley; Riemer, Jeffrey (Justin); Ham, Holly

2/28 – Apologies for the late change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Lynn will provide a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Borrower Defenses
Location: Secretary's conference room

Start: Wednesday, March 01, 2017 3:00 PM
End: Wednesday, March 01, 2017 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Mahaffie, Lynn; Runcie, James; Rosenfelt, Phil; McFadden, Elizabeth; Conaty, Joe; McHugh, Erin; Carter, Denise; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony
Optional Attendees: Urwitz, Jay; Zibel, Daniel; Siegel, Brian; Jenkins, Harold

Lynn will provide a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Organizational Performance

Location: Secretary's conference room

Start: Thursday, March 02, 2017 10:45 AM

End: Thursday, March 02, 2017 11:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Conaty, Joe; McHugh, Erin; Juengst, Phillip; Rosenfelt, Phil; McFadden, Elizabeth; Mahaffie, Lynn; Carter, Denise; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; Miller, Meredith

Optional Attendees: Ingram, Geyssie

Joe will distribute a briefing paper the day before the meeting.

Toner, Jana

Subject: PY - Carrie interviewing

Start: Wednesday, March 01, 2017 2:00 PM
End: Wednesday, March 01, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

McLaughlin, Maureen

Subject: Briefing on International Affairs, International Strategy and Global Competecy

Location: Secretary's conference room

Start: Thursday, March 02, 2017 11:30 AM

End: Thursday, March 02, 2017 12:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Buchesky, Stanley; Livingston, JoAnne; Tahir, Veronica; McFadden, Elizabeth; Manning, James; Shivers-Barclay, Sambia; Ventimiglia, Eric; Conaty, Joe; Botel, Jason; Toner, Jana; Carter, Denise; Friendewey, Matthew; Rosenfelt, Phil; Miller, Rebecca; Mahaffie, Lynn; Lee, Ebony; McHugh, Erin; Nevarez, Rafael; Ferguson, Gillum; Venable, Joshua

Maureen will provide a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on International Affairs, International Strategy and Global Competecy

Location: Secretary's conference room

Start: Thursday, March 02, 2017 2:00 PM

End: Thursday, March 02, 2017 2:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Livingston, JoAnne; Nevarez, Rafael; Miller, Rebecca; Shivers-Barclay, Sambia; Tahir, Veronica; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Carter, Denise; McHugh, Erin; Botel, Jason; Venable, Joshua; Buchesky, Stanley; Manning, James; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony

Maureen will provide a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on International Affairs, International Strategy and Global Competency

Location: Secretary's conference room

Start: Thursday, March 02, 2017 11:30 AM

End: Thursday, March 02, 2017 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Buchesky, Stanley; Livingston, JoAnne; Tahir, Veronica; McFadden, Elizabeth; Manning, James; Shivers-Barclay, Sambia; Ventimiglia, Eric; Conaty, Joe; Botel, Jason; Toner, Jana; Carter, Denise; Friendewey, Matthew; Rosenfelt, Phil; Miller, Rebecca; Mahaffie, Lynn; Lee, Ebony; McHugh, Erin; Nevarez, Rafael; Ferguson, Gillum; Venable, Joshua; Wexler, Rob

Attachments: IAO Briefing 3-2-2017 (Final).docx

The meeting will end at noon to accommodate the Senior Leadership Cadre's meeting with the Secretary.

Maureen will provide a briefing paper the day before the meeting.

International Affairs Office Briefing March 2, 2017 at 11:30AM

The International Affairs Office (IAO) leads and coordinates ED's international engagement to advance strategic objectives. It advises the Secretary, Deputy Secretary, Under Secretary, and other senior officers on international issues and initiatives that may affect U.S. education and/or ED policies and programs. In addition to coordinating ED's bilateral and multilateral relations, IAO advises and supports, as needed, other offices¹ across ED on internationally-related activities. Finally, IAO also manages international visitors and dignitaries, oversees the international travel process and serves as the U.S. information center on academic and professional mobility, responding to over 300 inquiries annually.

ED's International Strategy

In November 2012, ED published its first-ever international strategy to guide its international work. The strategy is designed to simultaneously attain two strategic goals: strengthen U.S. education and advance U.S. international priorities. Within this framework, ED's engagement is focused on three objectives:

- Increase global competencies of all U.S. students
- Learn from and with other countries to strengthen education
- Engage in education diplomacy

As the term of the international strategy was 2012-16, now is an opportune time to update and revise the strategy so that it reflects the new administration's international priorities. The process to revise the strategy could entail – as it did during its initial drafting – a high-level working group involving offices across ED, coupled with consultations with other USG agencies and external stakeholder groups. ***We recommend that IAO take the lead in developing a proposed process and timeline to develop ED's new international strategy.***

Global and Cultural Competencies

In its international strategy, ED laid out its commitment to prepare all U.S. students to succeed globally through international education and engagement. Understanding and appreciating other parts of the world, different cultures and varying points of view are essential elements of global and cultural competence. Opportunities for study and research abroad can deepen this understanding and global perspective. These opportunities to increase expertise in foreign languages and area studies include the International and Foreign Language Education (IFLE) programs authorized under Title VI of the Higher Education Act and the Fulbright-Hays Act.

ED's Framework for Developing Global and Cultural Competencies to Advance Equity, Excellence and Economic Competitiveness is the product of a working group with representatives from across ED and discussions with the education community. This work builds on existing research and provides a framework for the development of global and cultural competencies from early childhood through postsecondary education, and is based on a foundation of discipline-specific knowledge.

Also, since 2000, ED has collaborated each November with the State Department to celebrate the importance and benefits of international education in the United States and around the world through International Education Week (IEW). In the past, the Secretary has issued a taped message during IEW, which is widely distributed by stakeholders.

¹ Examples include helping Federal Student Aid vet foreign institutions; working with the Office of Postsecondary Education on policy matters with an international component (e.g., study abroad safety); providing input to IFLE on draft regulations; and assisting the Office of Migrant Education on issues that require coordination with the U.S. Embassy in Mexico or the Mexican government.

Learning from Other Countries

Through various international assessments, ED – and in particular its National Center for Education Statistics – supports benchmarking the U.S. education system’s performance against that of other countries. These assessments include the Program for International Student Assessment (PISA), the Progress in International Reading Literacy Study (PIRLs), the Trends in International Mathematics and Science Study (TIMSS), the Teaching and Learning International Survey (TALIS) and the Programme for the International Assessment of Adult Competencies (PIAAC).

Additionally, IAO engages in complementary activities to guide deeper learning from and with other education systems. Examples include the International Summit on the Teaching Profession, ongoing virtual dialogues with Australia, lessons learned from Singapore and Shanghai that were shared as part of the ESSA Title II guidance, and the U.S.-China State/Provincial Education Leaders Dialogue.

Multilaterally, ED leads the USG’s education-related engagement in forums like Asia-Pacific Economic Cooperation (APEC), the Organization of American States (OAS), the Organization for Economic Cooperation and Development (OECD) and the United Nations Educational, Scientific and Cultural Organization (UNESCO). Through such forums, and in collaboration with State Department, ED takes part in sharing best practices, advancing U.S. priorities, promoting institutional collaboration and cooperating in the collection and analysis of international education data.

Engagement in Education Diplomacy

In addition to its interactions that aim to help strengthen education in the United States, much of ED’s bilateral and multilateral engagement with other countries is focused on strengthening international relationships through education-related dialogue. Education diplomacy can present opportunities for engagement, even when cooperation with a particular country is more contentious in other areas (e.g., trade or security). ED’s work in this area is characterized by close cooperation with the State Department, as well as with other selected agencies like USAID, and the Departments of Labor and Commerce.

Selected examples of ED’s education diplomacy activities include the International Visitors Program (IVP). IVP is a USG-administered exchange program that seeks to build mutual understanding between the U.S. and other nations. Itineraries reflect the professional interests of the visitors, as well as U.S. foreign policy goals. Dignitaries generally include ministers and vice ministers, while visitors include current and emerging foreign leaders, including government officials, legislators, researchers, educators, students, journalists and other professionals. ED receives annually over 1,300 international visitors and dignitaries. ED staff members with relevant expertise participate in the briefings.

Other education diplomacy activities focus on academic mobility. As it has become increasingly common for students, faculty, programs and institutions to cross borders, topics related to such academic mobility are now included in many bilateral discussions and also feature prominently on the agendas of multilateral forums. For example, cross-border education is a recurring theme within the APEC Education Network, and ED also actively participates in the European Network of Information Centers (ENIC), which seeks to facilitate the recognition of foreign academic credentials and address related policy topics.

McLaughlin, Maureen

Subject: PLEASE NOTE TIME CHANGE: Briefing on OLCA

Location: Secretary's conference room

Start: Wednesday, March 01, 2017 1:15 PM

End: Wednesday, March 01, 2017 2:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Petersen, Molly; Smith, Kathleen; Venable, Joshua; Manning, James; Buchesky, Stanley; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; McHugh, Erin; Oberlies, Michael

Optional Attendees: Miller, Meredith

McLaughlin, Maureen

Subject: PLEASE NOTE TIME CHANGE: Briefing on OLCA
Location: Secretary's conference room

Start: Wednesday, March 01, 2017 1:15 PM
End: Wednesday, March 01, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Petersen, Molly; Smith, Kathleen; Botel, Jason; Venable, Joshua; Manning, James; Buchesky, Stanley; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; McHugh, Erin; Oberlies, Michael

McLaughlin, Maureen

Subject: PLEASE NOTE TIME CHANGE: Briefing on OLCA

Location: Secretary's conference room

Start: Wednesday, March 01, 2017 1:15 PM

End: Wednesday, March 01, 2017 2:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Petersen, Molly; Smith, Kathleen; Botel, Jason; Venable, Joshua; Manning, James; Buchesky, Stanley; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; McHugh, Erin; Oberlies, Michael

Optional Attendees: Miller, Meredith

McLaughlin, Maureen

Subject: Briefing on OSERS & WIOA issues
Location: Secretary's conference room

Start: Friday, March 03, 2017 1:00 PM
End: Friday, March 03, 2017 2:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Ryder, Ruth; Ford, Kim R.; Anthony, Edward; Dirrigl, Mary Louise; Deutsch, Nancy; Rosenfelt, Phil; Conaty, Joe; McFadden, Elizabeth; Mahaffie, Lynn; McHugh, Erin; Botel, Jason; Venable, Joshua; Manning, James; Buchesky, Stanley; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew

OSERS: significant disproportionality (20 mins), maintenance of financial support (20 mins) & WIOA implementation (35 mins)
Ruth and Kim will provide briefing papers the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on OSERS & WIOA issues
Location: Secretary's conference room : Dial- In Number (b)(6)
(b)(6) Participant Passcode (b)(6)
Start: Monday, March 06, 2017 11:00 AM
End: Monday, March 06, 2017 12:15 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: McLaughlin, Maureen
Required Attendees: Ryder, Ruth; Ford, Kim R.; Anthony, Edward; Dirrigl, Mary Louise; Deutsch, Nancy; Rosenfelt, Phil; Conaty, Joe; McFadden, Elizabeth; Mahaffie, Lynn; McHugh, Erin; Botel, Jason; Venable, Joshua; Manning, James; Buchesky, Stanley; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Miller, Meredith
Optional Attendees: Goetz, Braden; Coro, Christopher; Keenan, Cheryl; Patillo, Ashley; Ham, Holly

Dial-In Number: (b)(6)
Participant Passcode: (b)(6)
Leader: Maureen McLaughlin

3/1– Apologies for the change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

(b)(5)

McLaughlin, Maureen

Subject: Briefing on Lawsuits
Location: Secretary's conference room

Start: Friday, March 03, 2017 2:15 PM
End: Friday, March 03, 2017 3:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Toner, Jana; Friendewey, Matthew; McFadden, Elizabeth; Botel, Jason; Conaty, Joe; Ventimiglia, Eric; Ferguson, Gillum; Rosenfelt, Phil; Buchesky, Stanley; Manning, James; Venable, Joshua; McHugh, Erin; Mahaffie, Lynn; Lee, Ebony
Optional Attendees: Bowen, Jennifer; Jenkins, Harold; Zibel, Daniel; Siegel, Brian; Sasser, Tracey; Rigling, Kay; Ellis, Kathryn; Koepfel, Dennis; Wexler, Rob

Phil and Elizabeth will send a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Lawsuits
Location: Secretary's conference room

Start: Monday, March 06, 2017 10:00 AM
End: Monday, March 06, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Toner, Jana; Frendewey, Matthew; McFadden, Elizabeth; Botel, Jason; Conaty, Joe; Ventimiglia, Eric; Ferguson, Gillum; Rosenfelt, Phil; Buchesky, Stanley; Manning, James; Venable, Joshua; McHugh, Erin; Mahaffie, Lynn; Lee, Ebony; Miller, Meredith
Optional Attendees: Bowen, Jennifer; Jenkins, Harold; Zibel, Daniel; Siegel, Brian; Sasser, Tracey; Rigling, Kay; Ellis, Kathryn; Koepfel, Dennis; Wexler, Rob; Urwitz, Jay; Patillo, Ashley; Ham, Holly

3/1 – Apologies for the change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

Phil and Elizabeth will send a briefing paper the day before the meeting.

McLaughlin, Maureen

Subject: Briefing on Lawsuits
Location: Secretary's conference room

Start: Friday, March 03, 2017 10:00 AM
End: Friday, March 03, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Rosenfelt, Phil; McFadden, Elizabeth; Conaty, Joe; Mahaffie, Lynn; Botel, Jason; Venable, Joshua; Manning, James; Buchesky, Stanley; Lee, Ebony; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; McHugh, Erin

Phil and Elizabeth will send a briefing paper the day before the meeting.

Toner, Jana

Subject: Interview with Jose Viana
Location: Ebony's Office

Start: Wednesday, March 08, 2017 3:30 PM
End: Wednesday, March 08, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Lee, Ebony

Attachments: Resume Education - Jose A. Viana.doc; Viana, Jose Cover letter.docx

JOSÉ A. VIANA

(b)(6)

EDUCATION

North Carolina State University, Raleigh, NC Ed.D. in Educational Administration & Supervision	Currently in Progress
Florida Atlantic University, Boca Raton, FL P.C. in Educational Leadership (K-12)	2006
Florida International University, Miami FL P.C. in Social Science (K-12)	2000
Barry University, Miami Shores, FL M.A. in Computer Education (K-12)	1994
Florida International University, Miami FL B.A. in Elementary Education with ESOL (1-6)	1992

PROFESSIONAL EXPERIENCE

2008-Present *North Carolina Department of Public Instruction* Raleigh, NC
State Program Administrator

Managed North Carolina's Migrant Education Program, including administration of the operational budget, and consolidated grant applications while providing guidance, leadership, professional development, and technical assistance to officials in state and local educational agencies.

Supervised program staff while coordinating quality assignments, assuring efficient work, and evaluating personnel performance using a virtual performance management plan system.

Developed the Comprehensive Needs Assessment and State Education Plan for the North Carolina Migrant Education Program by interpreting and analyzing statewide data on North Carolina's K-12 students, as well as out-of-school youth.

Established and communicated program guidelines, regulations, initiatives, and policies to state and local officials, directors, and program staff.

Evaluated Title I programs in North Carolina Local Educational Agencies (LEAs) using a Cross Program Consolidated Monitoring model.

Represented the North Carolina Federal Program Monitoring and Support Division and Migrant Education Program at state and national functions.

Nationally recognized expert on enhancing education for migratory students through technology and cultural proficiency, and on administering a quality assurance system to evaluate and monitor local programs.

Planned and managed conferences, workshops, and seminars for Title I staff on promoting student achievement, improving educational opportunities for all children, and grant management.

Consulted and advised top state and local officials and policymakers on Common Core State Standards, Dropout Prevention, Achievement Gap initiatives, and eLearning applications.

Conducted Comprehensive Needs Assessments of low performing schools in North Carolina providing systematic long-range processes for school improvement which included teacher observations,

administrative meetings, and parent interviews in order to identify areas for growth and corresponding techniques to measure adequate yearly progress.

Served as chairperson of the North Carolina Department of Public Instruction's Equal Opportunity Committee achieving an increased sensitivity to various demographic groups in the department.

Provided professional leadership and expertise to Supplemental Educational Services Providers.

2007-2008 *Eno Valley Elementary School*
School Administrator

Durham, NC

General governance and leadership of Eno Valley Elementary School, a Title I school with a substantial low income minority population.

Supervised school personnel, prepared staff professional development, assisted teachers in a school-wide effort to provide positive behavior support to students, and oversaw facilities maintenance and overall plant inventory.

Administered personnel matters including development of staff performance plans, teacher evaluations and classroom observations, application of conflict resolution strategies, and communication with union representatives.

Coordinated beginning teacher preparation through coaching, establishing a peer mentoring program, and providing effective professional development.

Designed and implemented a Professional Learning Communities model by meeting with grade-level teams, facilitating professional dialogue, and supporting teachers in an effort to provide the highest quality instruction and assessment.

Organized the school-wide integration of research-based best practices in education, including data-driven methods and trends, with the purpose of continuously improving program quality.

Analyzed school performance data in an effort to identify relevant trends and set attainable goals to support continuous improvement.

Organized opportunities for parent involvement and special events, reviewed and revised school and faculty handbooks, and created the school's master schedule.

Managed Eno Valley Elementary School's Title I Program including End-of-Grade state assessments.

Facilitated Durham County Schools Title I Parent Advisement Committee.

1999-2007 *Herbert Ammons International Baccalaureate Middle School* Miami, FL
Team Leader & Humanities Teacher

Prepared and implemented geography, history and technology lessons for middle school students.

Evaluated student progress according to district and state criteria in geography, history and technology.

Provided guidance to Miami-Dade County officials on social studies textbook adoption, including curriculum alignment.

JOSÉ A. VIANA, 2

ED-17-0091-V-000170

Represented school faculty on the Educational Excellence School Advisory Council and Parent Teacher Student Association.

Lead the International Baccalaureate Team, Social Studies Department, and Hispanic Heritage committee as chairperson.

Served as the Gradebook software manager, Community Service officer, Technology cohort representative, and beginning teacher professional growth mentor.

Coached the school Geography Bee & SECME Olympiad teams, working with students and parents to represent Herbert Ammons Middle School through academic competitions in the greater education community.

Summer 1999 *Global Volunteers Partners in Development*

Ostuni, Italy

English as a Second Language Teacher

Prepared and delivered instruction in English as a Second Language to Advanced Placement high school students earning college credits in Ostuni, Italy.

1994-2002 *Florida International University*

Miami, FL

General Teaching Skills Instructor

Prepared and delivered General Teaching Skills sessions to Florida International University's undergraduate students receiving a Bachelor of Science degree in Education in all levels and content areas.

Assessed and evaluated the progress of undergraduate students and their application of effective instructional techniques in the General Teaching Skills course by incorporating video-recording of lessons, and use of footage to analyze implementation of teaching skills, such as questioning strategies, higher-order thinking, and cooperative student work.

1989-1999 *Jack Gordon & Charles Hadley Elementary Schools*

Miami, FL

Elementary School Teacher

Prepared and presented lessons for third through fifth grade students, including disadvantaged children in the alternative education program.

Analyzed data in order to determine student progress and identify areas for growth according to district and state criteria for third through fifth grade, including alternative education students.

Served as the school Technology Lab Specialist in the Title I program.

Awarded Teacher of the Year, was a Grant recipient, and served as a Title II Eisenhower resource educator.

Coordinator of Professional Development for school faculty, the Safety Patrol program for students, school Science Lab, and student Drama Club.

Served as Chairperson of the Third Grade Team, Hispanic Heritage Committee, and Science Fair Committee.

JOSÉ A. VIANA, 3

ED-17-0091-V-000171

PUBLICATIONS

- *NC Migrant Education Program Comprehensive Needs Assessment, 2012*
- *NC Migrant Education Program Service Delivery Plan, 2011*
- *NC Migrant Education Program Quality Control System Manual, 2010*
- *NC Migrant Education Program Identification and Recruitment Manual, 2009*

MEMBERSHIPS

- North Carolina Department of Public Instruction Equal Opportunity Committee
- North Carolina Farmworker Health Program Executive Board
- North Carolina Cooperative Extension Latino Advisory Council
- Association of Supervision and Curriculum Development
- North Carolina Principals and Assistant Principals Association
- National Council for the Social Studies
- North Carolina Society of Hispanic Professionals
- Cuban American National Foundation
- American Conservative Union

LANGUAGES

- English – speak, read, and write with competence
- Spanish – speak, read, and write with competence

Toner, Jana

Subject: Hold - Josh Interviews Jose

Start: Wednesday, March 08, 2017 1:30 PM
End: Wednesday, March 08, 2017 2:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

DeVos, Betsy

Subject: Meeting with Jana Toner
Location: Office of the Secretary

Start: Wednesday, March 01, 2017 9:30 AM
End: Wednesday, March 01, 2017 10:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Delahunty, Sarah

DeVos, Betsy

Subject: Meeting with Jana Toner
Location: Office of the Secretary

Start: Wednesday, March 01, 2017 3:45 PM
End: Wednesday, March 01, 2017 4:15 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Delahunty, Sarah

DeVos, Betsy

Subject: Meeting with Jana Toner
Location: Office of the Secretary

Start: Wednesday, March 01, 2017 11:00 AM
End: Wednesday, March 01, 2017 11:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Delahunty, Sarah

DeVos, Betsy

Subject: Meeting with Jana Toner
Location: Office of the Secretary

Start: Wednesday, March 01, 2017 9:30 AM
End: Wednesday, March 01, 2017 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Delahunty, Sarah

Botel, Jason

Subject: WHI HBCU Meeting

Location: WDCFB6-7C100

Start: Tuesday, February 28, 2017 1:30 PM

End: Tuesday, February 28, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Mahaffie, Lynn; Conaty, Joe; Cutler, Samantha; Toner, Jana;
Franklin, Sedika; Fergusson, Tammi; McMahan, Arthur;
Jones, Elyse

Optional Attendees: Arguello, Jennifer; Harris, Sharon; Porter, Mary (Contractor);
b(6) Mills, Cynthia; Exeter, Kim;
Goodman, Amber; Darby, LaJuan; Gallup, Erik

Botel, Jason

Subject: WHI HBCU Meeting

Location: WDCFB6-7C100

Start: Tuesday, February 28, 2017 1:30 PM

End: Tuesday, February 28, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Mahaffie, Lynn; Conaty, Joe; Cutler, Samantha; Toner, Jana;
Franklin, Sedika; Fergusson, Tammi; McMahan, Arthur;
Jones, Elyse

Optional Attendees: Arguello, Jennifer; Harris, Sharon; Porter, Mary (Contractor);
b(6) Mills, Cynthia; Exeter, Kim;
Goodman, Amber; Darby, LaJuan

Botel, Jason

Subject: WHI HBCU Meeting

Location: WDCFB6-7C100

Start: Tuesday, February 28, 2017 1:30 PM

End: Tuesday, February 28, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Mahaffie, Lynn; Conaty, Joe; Cutler, Samantha; Toner, Jana;
Franklin, Sedika; Fergusson, Tammi; McMahan, Arthur;
Jones, Elyse

Optional Attendees: Arguello, Jennifer; Harris, Sharon; Porter, Mary (Contractor);
b)(6) Mills, Cynthia; Exeter, Kim;
Goodman, Amber; Darby, LaJuan; Gallup, Erik; Jamison,
Willie (Contractor)

Botel, Jason

Subject: WHI HBCU Meeting

Location: WDCFB6-7C100

Start: Tuesday, February 28, 2017 1:30 PM

End: Tuesday, February 28, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Mahaffie, Lynn; Conaty, Joe; Cutler, Samantha; Toner, Jana;
Franklin, Sedika; Fergusson, Tammi; McMahan, Arthur;
Jones, Elyse

Botel, Jason

Subject: WHI HBCU Meeting

Location: WDCFB6-7C100

Start: Tuesday, February 28, 2017 1:30 PM

End: Tuesday, February 28, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Toner, Jana; Jones, Elyse; Fergusson, Tammi; Franklin, Sedika; McMahan, Arthur; Mahaffie, Lynn; Conaty, Joe

Botel, Jason

Subject: WHI HBCU Meeting

Location: WDCFB6-7C100

Start: Tuesday, February 28, 2017 1:30 PM

End: Tuesday, February 28, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Mahaffie, Lynn; Conaty, Joe; Cutler, Samantha; Toner, Jana;
Franklin, Sedika; Fergusson, Tammi; McMahan, Arthur;
Jones, Elyse

Optional Attendees: Arguello, Jennifer

Botel, Jason

Subject: WHI HBCU Meeting
Location: WDCFB6-7C100

Start: Tuesday, February 28, 2017 1:30 PM
End: Tuesday, February 28, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Jones, Elyse; Fergusson, Tammi; Franklin, Sedika; McMahan, Arthur

Botel, Jason

Subject: WHI HBCU Meeting

Location: WDCFB6-7C100

Start: Tuesday, February 28, 2017 1:30 PM

End: Tuesday, February 28, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Toner, Jana; Jones, Elyse; Fergusson, Tammi; Franklin, Sedika; McMahan, Arthur

Venable, Joshua

Subject: Meet w/Jana & Ebony (10 min)
Location: COS Office

Start: Monday, February 27, 2017 11:30 AM
End: Monday, February 27, 2017 11:40 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; Lee, Ebony

Toner, Jana

Subject: Motor Pool

Start: Monday, February 27, 2017 4:15 PM
End: Monday, February 27, 2017 4:45 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Botel, Jason

Subject: Jana does Cabinet Affairs call in jason's place
Location: Gillum's office

Start: Wednesday, March 01, 2017 12:30 PM
End: Wednesday, March 01, 2017 1:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

(b)(6)
Code (b)(6)

Botel, Jason

Subject: Jana does Cabinet Affairs call in jason's place
Location: Gillum's office

Start: Wednesday, March 01, 2017 12:30 PM
End: Wednesday, March 01, 2017 1:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

(b)(6)
Code (b)(6)

Toner, Jana

Subject: DT to WH

Start: Monday, February 27, 2017 3:00 PM
End: Monday, February 27, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)
Location: (b)(6)
Start: Tuesday, February 28, 2017 10:20 AM
End: Tuesday, February 28, 2017 10:50 AM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)
Location: call

Start: Wednesday, March 01, 2017 2:00 PM
End: Wednesday, March 01, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)
Location: call
Start: Wednesday, March 01, 2017 2:00 PM
End: Wednesday, March 01, 2017 2:30 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)
Location: call (b)(6)
Start: Wednesday, March 01, 2017 2:00 PM
End: Wednesday, March 01, 2017 2:30 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

(b)(6) An alternative number, just in case, is my cell: (b)(6)

Toner, Jana

Subject: Owen

Start: Thursday, March 02, 2017 11:30 AM
End: Thursday, March 02, 2017 1:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)

Location: call (b)(6)

Start: Wednesday, March 01, 2017 1:00 PM

End: Wednesday, March 01, 2017 1:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)

Start: Wednesday, March 01, 2017 1:00 PM

End: Wednesday, March 01, 2017 1:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)

Start: Wednesday, March 01, 2017 4:30 PM

End: Wednesday, March 01, 2017 5:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)
Location: Call (b)(6)
Start: Wednesday, March 01, 2017 4:30 PM
End: Wednesday, March 01, 2017 5:00 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Zimmermann, Jacquelyn

Subject: Student Art Exhibit Opening: Military Child Education Coalition
Location: LBJ
Start: Friday, March 03, 2017 11:00 AM
End: Friday, March 03, 2017 12:00 PM
Recurrence: (none)
Meeting Status: Declined
Organizer: Zimmermann, Jacquelyn
Required Attendees: OPE All Users; OS Employees only; OS Intl Affairs; OS OET; OS Office of the Secretary; OS TA Fellows; OS Senior Staff Support Staff; OS Supervisors; OS Senior Staff; OS Scheduling; OS Immediate; OS Exec Sec; OS Correspondence; OCO All HQ Users; OII All Users; OESE All Users
Optional Attendees: Plight, Andrea; Southwell, Debora

U.S. DEPARTMENT OF EDUCATION and MILITARY CHILD EDUCATION TO OPEN ART EXHIBIT

Dear colleagues,

We would be honored to have you join us, along with the special guests naming an outstanding exhibit of creative works by students. Thanks to the Military Child Education Coalition, military-connected students in grades 2–12 from across the U.S. and Guam, Germany will exhibit their works and perform music here at Education headquarters. Your interest in their work will be a joyful backdrop to this important celebration.

Toner, Jana

Subject: Call (b)(6)

Start: Tuesday, February 28, 2017 2:00 PM
End: Tuesday, February 28, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

That's great. My number is below. Thank you.

(b)(6)

(b)(6)

Venable, Joshua

Subject: Follow up with Jana
Location: COS Office

Start: Wednesday, March 01, 2017 10:45 AM
End: Wednesday, March 01, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

RE:

(b)(6)

Toner, Jana

Subject: SBD interviews (b)(6)

Start: Tuesday, March 07, 2017 9:30 AM

End: Tuesday, March 07, 2017 10:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Botel, Jason

Subject: Jana covers Cabinet Affairs call for Jason
Location: Gillum's office

Start: Thursday, March 02, 2017 12:30 PM
End: Thursday, March 02, 2017 1:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Ferguson, Gillum

Sorry but I need to miss this one too

(b)(6)

Code

(b)(6)

Botel, Jason

Subject: Jana covers Cabinet Affairs call for Jason
Location: Gillum's office

Start: Thursday, March 02, 2017 12:30 PM
End: Thursday, March 02, 2017 1:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Ferguson, Gillum

Sorry but I need to miss this one too

(b)(6)

Code (b)(6)

Botel, Jason

Subject: Jana covers Cabinet Affairs call for Jason
Location: Gillum's office

Start: Thursday, March 02, 2017 12:30 PM
End: Thursday, March 02, 2017 1:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Toner, Jana; Ferguson, Gillum

Sorry but I need to miss this one too

(b)(6)
Code (b)(6)

Toner, Jana

Subject: Interview with Tom Wheeler
Location: he'll call me

Start: Friday, March 03, 2017 10:00 AM
End: Friday, March 03, 2017 10:45 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with Tom Wheeler
Location: he'll call me

Start: Friday, March 03, 2017 10:15 AM
End: Friday, March 03, 2017 11:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Cuffee-Graves, Cassandra

Subject: Political Hearing Process
Location: Cassandra's Office 220-40

Start: Friday, March 03, 2017 2:30 PM
End: Friday, March 03, 2017 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cuffee-Graves, Cassandra
Required Attendees: Toner, Jana

Cuffee-Graves, Cassandra

Subject: Political Hearing Process
Location: Cassandra's Office 220-40

Start: Friday, March 03, 2017 2:00 PM
End: Friday, March 03, 2017 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cuffee-Graves, Cassandra
Required Attendees: Toner, Jana

Cuffee-Graves, Cassandra

Subject: Political Hearing Process
Location: Cassandra's Office 220-40

Start: Friday, March 03, 2017 2:00 PM
End: Friday, March 03, 2017 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Declined

Organizer: Cuffee-Graves, Cassandra
Required Attendees: Toner, Jana

Toner, Jana

Subject: Call Adam

Start: Friday, March 03, 2017 2:00 PM
End: Friday, March 03, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Cuffee-Graves, Cassandra

Subject: Political Hearing Process
Location: Cassandra's Office 220-40

Start: Friday, March 03, 2017 2:30 PM
End: Friday, March 03, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cuffee-Graves, Cassandra
Required Attendees: Toner, Jana

Cuffee-Graves, Cassandra

Subject: Political Hearing Process
Location: Cassandra's Office 220-40

Start: Friday, March 03, 2017 10:30 AM
End: Friday, March 03, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Declined

Organizer: Cuffee-Graves, Cassandra
Required Attendees: Toner, Jana

Toner, Jana

Subject: lauren will call me

Start: Thursday, March 02, 2017 10:15 AM
End: Thursday, March 02, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Botel, Jason

Subject: Jana participates in Cabinet Affairs call for Jason
Location: Gillum's office

Start: Friday, March 03, 2017 12:30 PM
End: Friday, March 03, 2017 1:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

Sorry Jana, I need a hat trick from you this week for this call

Botel, Jason

Subject: Jana participates in Cabinet Affairs call for Jason
Location: Gillum's office

Start: Friday, March 03, 2017 12:30 PM
End: Friday, March 03, 2017 1:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

Sorry Jana, I need a hat trick from you this week for this call

(b)(6)
Code (b)(6)

Cuffee-Graves, Cassandra

Subject: Political Hearing Process
Location: Cassandra's Office 220-40

Start: Friday, March 03, 2017 9:00 AM
End: Friday, March 03, 2017 9:15 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cuffee-Graves, Cassandra
Required Attendees: Toner, Jana

Cuffee-Graves, Cassandra

Subject: Political Hearing Process
Location: Cassandra's Office 220-40

Start: Friday, March 03, 2017 9:00 AM
End: Friday, March 03, 2017 9:15 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cuffee-Graves, Cassandra
Required Attendees: Toner, Jana

Toner, Jana

Subject: Jana Out of Office

Start: Monday, March 27, 2017 12:00 AM
End: Saturday, April 01, 2017 12:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Botel, Jason

Botel, Jason

Subject: Jana / jason chat
Location: Jana's office

Start: Friday, March 03, 2017 10:00 AM
End: Friday, March 03, 2017 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Toner, Jana

Toner, Jana

Subject: meet with Taylor

Start: Friday, March 03, 2017 1:30 PM
End: Friday, March 03, 2017 2:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: HBCU call?

Start: Friday, March 03, 2017 2:30 PM
End: Friday, March 03, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: lexi

Start: Friday, March 03, 2017 3:30 PM
End: Friday, March 03, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: hold

Start: Tuesday, March 07, 2017 8:30 AM
End: Tuesday, March 07, 2017 10:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: HOLD?

Start: Friday, March 10, 2017 11:00 AM
End: Friday, March 10, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with Brian

Start: Monday, March 06, 2017 9:30 AM
End: Monday, March 06, 2017 10:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject:

(b)(6)

Start:

Wednesday, March 22, 2017 12:00 PM

End:

Wednesday, March 22, 2017 1:30 PM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Call
Location: Call
Start: Monday, March 06, 2017 1:30 PM
End: Monday, March 06, 2017 2:00 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Sure, that works. How about 130pm?

Toner, Jana

Subject: Call Sonia

Location: (b)(6)

Start: Monday, March 06, 2017 2:00 PM

End: Monday, March 06, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Start: Monday, March 06, 2017 10:00 AM

End: Monday, March 06, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Start: Monday, March 06, 2017 10:00 AM
End: Monday, March 06, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Hi Jana - I would love to talk on Monday. 10:00 am works for me; should I meet you at your office or is would you prefer to talk over the phone? If it's an in-person meeting, can you please send me your address? If it's a call, the best way to reach me is on my cell at (b)(6)

Botel, Jason

Subject: Cabinet Affairs call
Location: Gillum's office

Start: Wednesday, March 08, 2017 12:30 PM
End: Wednesday, March 08, 2017 1:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

Hi Jana,

Can you please cover this one for me? I will be en route to addressing the national pta leg conference

Participant Dial-In: (b)(6)
Participant Code: (b)(6)

Toner, Jana

Subject: Call (b)(6)
Location: My cell: (b)(6)
Start: Monday, March 06, 2017 1:00 PM
End: Monday, March 06, 2017 1:30 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

It is great to hear from you. Yes, I am free to talk this afternoon. Would 1PM work for you? My cell: (b)(6)
(b)(6) look forward to speaking with you.

Toner, Jana

Subject: Call (b)(6)

Start: Monday, March 06, 2017 3:00 PM

End: Monday, March 06, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)
Location: (b)(6)
Start: Monday, March 06, 2017 3:00 PM
End: Monday, March 06, 2017 3:30 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Toner, Jana

Subject: Call [REDACTED]
Start: Monday, March 06, 2017 3:30 PM
End: Monday, March 06, 2017 4:00 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

I'm happy to call you, or I can be reached on [REDACTED] today - I'm on the road, so that's my cell.

Toner, Jana

Subject: Call

Start: Tuesday, March 07, 2017 2:00 PM
End: Tuesday, March 07, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Start: Tuesday, March 07, 2017 2:00 PM

End: Tuesday, March 07, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

I should be able to make that work. The best number to reach me is (b)(6)

Thank you,
Meghan

Toner, Jana

Subject: Personnel
Location: Jana's Office

Start: Tuesday, March 07, 2017 2:30 PM
End: Tuesday, March 07, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Ham, Holly

Toner, Jana

Subject: Call (b)(6)

Start: Tuesday, March 07, 2017 3:30 PM

End: Tuesday, March 07, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Absolutely. I can pretty much talk anytime. My mobile number is below. Thank you!

(b)(6)

(b)(6)

Toner, Jana

Subject: mercy meeting with josh

Start: Thursday, March 09, 2017 10:00 AM
End: Thursday, March 09, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Personnel

Location: 7c105

Start: Tuesday, March 07, 2017 3:00 PM

End: Tuesday, March 07, 2017 3:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana

Required Attendees: Ferguson, Gillum

Toner, Jana

Subject: meet with Nate

Start: Tuesday, March 07, 2017 3:30 PM
End: Tuesday, March 07, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

McLaughlin, Maureen

Subject: Briefing on IES (Institute of Education Sciences)
Location: Secretary's conference room

Start: Friday, March 10, 2017 11:00 AM
End: Friday, March 10, 2017 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Venable, Joshua; Betka, Sue; McHugh, Erin; Rosenfelt, Phil; Brock, Thomas; Toner, Jana; Ferguson, Gillum; Ventimiglia, Eric; Frendewey, Matthew; Carter, Denise; Botel, Jason; Manning, James; Mahaffie, Lynn; Carr, Peggy; Conaty, Joe; Buchesky, Stanley; Lee, Ebony
Optional Attendees: Pendleton, Audrey; Ricciuti, Anne; McLaughlin, Joan; Ham, Holly

McLaughlin, Maureen

Subject: Briefing on IES (Institute of Education Sciences)

Location: Secretary's conference room

Start: Friday, March 10, 2017 12:00 PM

End: Friday, March 10, 2017 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Toner, Jana; Carr, Peggy; Buchesky, Stanley; Ventimiglia, Eric; Lee, Ebony; McHugh, Erin; Conaty, Joe; Brock, Thomas; Friendewey, Matthew; Ferguson, Gillum; Manning, James; Carter, Denise; Mahaffie, Lynn; Betka, Sue; Botel, Jason; McFadden, Elizabeth; Venable, Joshua; Rosenfelt, Phil

McLaughlin, Maureen

Subject: Briefing on IES (Institute of Education Sciences)

Location: Secretary's conference room

Start: Friday, March 10, 2017 12:00 PM

End: Friday, March 10, 2017 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Venable, Joshua; Betka, Sue; McHugh, Erin; Rosenfelt, Phil; McFadden, Elizabeth; Brock, Thomas; Toner, Jana; Ferguson, Gillum; Ventimiglia, Eric; Friendewey, Matthew; Carter, Denise; Botel, Jason; Manning, James; Mahaffie, Lynn; Carr, Peggy; Conaty, Joe; Buchesky, Stanley; Lee, Ebony

Optional Attendees: Pendleton, Audrey; Ricciuti, Anne; McLaughlin, Joan

McLaughlin, Maureen

Subject: Briefing on IES (Institute of Education Sciences)
Location: Secretary's conference room

Start: Friday, March 10, 2017 11:00 AM
End: Friday, March 10, 2017 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Venable, Joshua; Betka, Sue; McHugh, Erin; Rosenfelt, Phil; McFadden, Elizabeth; Brock, Thomas; Toner, Jana; Ferguson, Gillum; Ventimiglia, Eric; Friendewey, Matthew; Carter, Denise; Botel, Jason; Manning, James; Mahaffie, Lynn; Carr, Peggy; Conaty, Joe; Buchesky, Stanley; Lee, Ebony
Optional Attendees: Pendleton, Audrey; Ricciuti, Anne; McLaughlin, Joan

McLaughlin, Maureen

Subject: Briefing on IES (Institute of Education Sciences)
Location: Secretary's conference room

Start: Friday, March 10, 2017 11:00 AM
End: Friday, March 10, 2017 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen
Required Attendees: Venable, Joshua; Betka, Sue; McHugh, Erin; Rosenfelt, Phil; Brock, Thomas; Toner, Jana; Ferguson, Gillum; Ventimiglia, Eric; Frendewey, Matthew; Carter, Denise; Botel, Jason; Manning, James; Mahaffie, Lynn; Carr, Peggy; Conaty, Joe; Buchesky, Stanley; Lee, Ebony
Optional Attendees: Pendleton, Audrey; Ricciuti, Anne; McLaughlin, Joan

McLaughlin, Maureen

Subject: Briefing on Office of Innovation and Improvement (OII)

Location: Secretary's Conference Room

Start: Friday, March 10, 2017 9:00 AM

End: Friday, March 10, 2017 10:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Friendewey, Matthew; Rosenfelt, Phil; Anderson, Margo; Botel, Jason; Venable, Joshua; Carter, Denise; Mahaffie, Lynn; Ferguson, Gillum; Manning, James; McHugh, Erin; Ventimiglia, Eric; Toner, Jana; Conaty, Joe; Buchesky, Stanley; Lee, Ebony

Optional Attendees: Hinton, Anna; Harper, Geoffrey; Terpak, Kelly; Huh, Stefan; Richardson, Venitia; Styles, Kathleen; Dowling, Maureen; Araujo, Liza

McLaughlin, Maureen

Subject: Briefing on Office of Innovation and Improvement (OII)

Location: Secretary's Conference Room

Start: Friday, March 10, 2017 9:00 AM

End: Friday, March 10, 2017 10:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Lee, Ebony; Rosenfelt, Phil; Manning, James; Conaty, Joe; McHugh, Erin; Friendewey, Matthew; Mahaffie, Lynn; Venable, Joshua; Anderson, Margo; Botel, Jason; Buchesky, Stanley; Carter, Denise

Optional Attendees: Araujo, Liza; Hinton, Anna; Huh, Stefan; Richardson, Venitia; Terpak, Kelly; Dowling, Maureen

McLaughlin, Maureen

Subject: Briefing on Office of Innovation and Improvement (OII)

Location: Secretary's Conference Room

Start: Friday, March 10, 2017 10:00 AM

End: Friday, March 10, 2017 11:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Lee, Ebony; McHugh, Erin; Frendewey, Matthew; Manning, James; Ventimiglia, Eric; Ferguson, Gillum; Mahaffie, Lynn; Rosenfelt, Phil; McFadden, Elizabeth; Botel, Jason; Buchesky, Stanley; Toner, Jana; Venable, Joshua; Carter, Denise; Anderson, Margo; Conaty, Joe

McLaughlin, Maureen

Subject: Briefing on Office of Innovation and Improvement (OII)

Location: Secretary's Conference Room

Start: Friday, March 10, 2017 9:00 AM

End: Friday, March 10, 2017 10:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Lee, Ebony; Rosenfelt, Phil; Manning, James; Conaty, Joe; McHugh, Erin; Friendewey, Matthew; Mahaffie, Lynn; Venable, Joshua; Anderson, Margo; Botel, Jason; Buchesky, Stanley; Carter, Denise

McLaughlin, Maureen

Subject: Briefing on Office of Innovation and Improvement (OII)

Location: Secretary's Conference Room

Start: Friday, March 10, 2017 9:00 AM

End: Friday, March 10, 2017 10:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McLaughlin, Maureen

Required Attendees: Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Lee, Ebony; Rosenfelt, Phil; McFadden, Elizabeth; Manning, James; Conaty, Joe; McHugh, Erin; Friendewey, Matthew; Mahaffie, Lynn; Venable, Joshua; Anderson, Margo; Botel, Jason; Buchesky, Stanley; Carter, Denise

Toner, Jana

Subject: JT to WH

Start: Wednesday, March 08, 2017 12:30 PM
End: Wednesday, March 08, 2017 2:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: OCO
Location: 7c105

Start: Thursday, March 09, 2017 11:00 AM
End: Thursday, March 09, 2017 11:30 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Dorfman, Cynthia

Toner, Jana

Subject: Meet with PPO

Start: Friday, March 10, 2017 3:30 PM
End: Friday, March 10, 2017 4:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Meet with PPO

Start: Friday, March 10, 2017 3:00 PM
End: Friday, March 10, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call Liz Hill

Location:

(b)(6)

Start: Wednesday, March 15, 2017 4:30 PM

End: Wednesday, March 15, 2017 5:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

That's perfect! My cell is

(b)(6)

Toner, Jana

Subject: Call Liz Hill
Location: (b)(6)
Start: Monday, March 13, 2017 1:00 PM
End: Monday, March 13, 2017 1:30 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

That's perfect! My cell is (b)(6)

Toner, Jana

Subject: scheduling interviews - Debbie POC

Start: Monday, March 13, 2017 1:30 PM

End: Monday, March 13, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

1:30 Nathaniel Breeding (advance, comms experience)

2:30 Martha Davis (confidential assistant)

3:30 Jessica Newman (scheduling experience)

DeVos, Betsy

Subject: Meeting with Taylor Hansen
Location: Office of the Secretary

Start: Thursday, March 16, 2017 2:45 PM
End: Thursday, March 16, 2017 3:15 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Hansen, Taylor; Toner, Jana

Secretary DeVos to meet with Taylor Hansen

DeVos, Betsy

Subject: Meeting with Taylor Hansen
Location: Office of the Secretary

Start: Thursday, March 16, 2017 2:45 PM
End: Thursday, March 16, 2017 3:15 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Hansen, Taylor; Toner, Jana; EDCalendar

Secretary DeVos to meet with Taylor Hansen

DeVos, Betsy

Subject: Meeting with Kathleen Smith
Location: Office of the Secretary

Start: Thursday, March 16, 2017 2:00 PM
End: Thursday, March 16, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Smith, Kathleen; Toner, Jana

Secretary DeVos to meet with Kathleen

DeVos, Betsy

Subject: Meeting with Kathleen Smith
Location: Office of the Secretary

Start: Thursday, March 16, 2017 1:45 PM
End: Thursday, March 16, 2017 2:15 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Smith, Kathleen; Toner, Jana

Secretary DeVos to meet with Kathleen

DeVos, Betsy

Subject: Meeting with Kathleen Smith
Location: Office of the Secretary

Start: Thursday, March 16, 2017 1:45 PM
End: Thursday, March 16, 2017 2:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Smith, Kathleen; Toner, Jana

Secretary DeVos to meet with Kathleen

DeVos, Betsy

Subject: Meeting with Steven Menashi
Location: Office of the Secretary

Start: Thursday, March 16, 2017 10:00 AM
End: Thursday, March 16, 2017 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua

POC: Jana Toner

DeVos, Betsy

Subject: HOLD: TBC Staffing Meeting
Location: Office of the Secretary

Start: Thursday, March 16, 2017 10:00 AM
End: Thursday, March 16, 2017 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana

DeVos, Betsy

Subject: Meeting with Steven Menashi
Location: Office of the Secretary

Start: Thursday, March 16, 2017 10:00 AM
End: Thursday, March 16, 2017 10:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana

POC: Jana Toner

DeVos, Betsy

Subject: Staffing Update
Location: Office of the Secretary

Start: Tuesday, March 14, 2017 2:00 PM
End: Tuesday, March 14, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Venable, Joshua; Toner, Jana

With Jana Toner

DeVos, Betsy

Subject: Staffing Update
Location: Office of the Secretary

Start: Tuesday, March 14, 2017 2:00 PM
End: Tuesday, March 14, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Venable, Joshua; Toner, Jana

In case of Department closure:

Dial: (b)(6)
Leader Code: (b)(6) (Secretary DeVos)
Participant Code: (b)(6) (Staff)

Toner, Jana

Subject: Candidate Discussion
Location: 7c105

Start: Monday, March 13, 2017 2:30 PM
End: Monday, March 13, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Ward, Jerry; Botel, Jason

Toner, Jana

Subject: Meeting with Secretary?

Start: Tuesday, March 14, 2017 11:00 AM
End: Tuesday, March 14, 2017 11:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)
Location: call (b)(6)

Start: Tuesday, March 14, 2017 2:30 PM
End: Tuesday, March 14, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Jana,

Thanks for the note back. I can appreciate you having a full plate with a variety of responsibilities.

Tuesday is a good day to talk. I can be reached at (b)(6)

2:30 is fine.

I look forward to talking with you.

I hope you enjoy the snow !

(b)(6)

Toner, Jana

Subject: Call (b)(6)

Start: Tuesday, March 14, 2017 2:30 PM

End: Tuesday, March 14, 2017 3:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: All Beachhead Meeting

Start: Monday, March 13, 2017 3:30 PM
End: Monday, March 13, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call Steven Menashi
Location: call (b)(6)
Start: Monday, March 13, 2017 9:30 AM
End: Monday, March 13, 2017 10:00 AM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Jana,

Sure, I would be happy to meet Thursday morning at 10:30 and to speak with you by phone on Monday at 9:30. I will be available at (b)(6) I look forward to talking with you.

Regards,
Steven

Toner, Jana

Subject: Call with (b)(6)
Location: Call Cell: (b)(6)

Start: Monday, March 13, 2017 5:15 PM
End: Monday, March 13, 2017 6:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Sure. I'm free for both those time slots. I'm also in Washington this semester if you would prefer to have coffee in person.

(b)(6)

Cell: (b)(6)

Toner, Jana

Subject: Call with (b)(6)
Location: Call Cell: (b)(6)
Start: Monday, March 13, 2017 4:15 PM
End: Monday, March 13, 2017 5:00 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Sure. I'm free for both those time slots. I'm also in Washington this semester if you would prefer to have coffee in person.

(b)(6)

Cell: (b)(6)

Toner, Jana

Subject: Secretary meets with Steven Menashi

Start: Thursday, March 16, 2017 10:00 AM
End: Thursday, March 16, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call with (b)(6)

Start: Tuesday, March 14, 2017 3:00 PM

End: Tuesday, March 14, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call with (b)(6)
Location: he'll call me
Start: Tuesday, March 14, 2017 3:00 PM
End: Tuesday, March 14, 2017 3:30 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Start: Wednesday, March 15, 2017 10:00 AM

End: Wednesday, March 15, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)
Location: Call (b)(6)
Start: Wednesday, March 15, 2017 10:00 AM
End: Wednesday, March 15, 2017 10:30 AM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Jana -

Attached is a copy of my resume. I also am forwarding a recent bio.

10:00 on Wednesday it is. Is it easier for you to call me? (b)(6). Of course I'm glad to call you if you prefer.

Thanks,

(b)(6)

Botel, Jason

Subject: Jana covers Cabinet Affairs call for Jason
Location: Gillum's office

Start: Tuesday, March 14, 2017 12:30 PM
End: Tuesday, March 14, 2017 1:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

Hi Jana,

I have to attend a meeting with the Secretary at this time, so I appreciate you covering this call for me. Thanks!

Participant Dial-In:
Participant Code:

Toner, Jana

Subject: Beachhead Meeting
Location: Secretary's Conference Room

Start: Monday, March 13, 2017 4:00 PM
End: Monday, March 13, 2017 5:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Political Appointees_ED 45
Optional Attendees: Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew

Toner, Jana

Subject: Beachhead Meeting
Location: Secretary's Conference Room
Start: Monday, March 13, 2017 4:00 PM
End: Monday, March 13, 2017 5:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Toner, Jana
Required Attendees: Political Appointees_ED 45
Optional Attendees: Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy; Shaheen, Patrick; Simmons, Lee (Doug); Venable, Joshua; Delahunty, Sarah; Smith, Kathleen; Manning, James

Toner, Jana

Subject: Personnel Meeting with Steven Menashi
Location: Jim's Office

Start: Thursday, March 16, 2017 9:30 AM
End: Thursday, March 16, 2017 10:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Manning, James

Attachments: Menashi - Education GC.pdf; Menashi, Steven.pdf

EDUCATION:

- 2005-2008** **Stanford Law School • Palo Alto, CA**
J.D., with distinction, Order of the Coif, June 2008. Senior Articles Editor, *Stanford Law Review*. Managing Editor, *Stanford Law & Policy Review*. Winner, Kirkwood Moot Court Competition (Best Team, Best Oralist, and Best Brief). Carl Mason Franklin Award in International Law. Steven M. Block Civil Liberties Award. President, Federalist Society. Teaching Assistant for Constitutional Law II.
- 2003-2005** **School of Advanced International Studies, Johns Hopkins University • Washington, DC**
Graduate coursework in International Relations, International Law, and U.S. Defense Policy. Concentrations in Strategic Studies and International Economics. David and Lucille Packard Fellow. Honors distinction.
- 1997-2001** **Dartmouth College • Hanover, NH**
A.B., magna cum laude, Phi Beta Kappa, in Government, June 2001. Rufus Choate Scholar. Colby Government Prize. Edson Memorial Prize for American Government. President, College Republicans. Editor-in-Chief, *The Dartmouth Review*. Rush Chairman and Treasurer, Sigma Nu Fraternity.

EXPERIENCE:

- 2011-** **Kirkland & Ellis LLP • New York, NY**
Of Counsel; Partner; Associate. Litigate cases involving constitutional and administrative law matters as well as issues such as antitrust and securities regulation. Litigated on behalf of parents to defend the Florida Tax Credit Scholarship Program against a constitutional challenge. Litigated religious liberty cases pro bono.
- 2016-** **Scalia Law School, George Mason University • Arlington, VA**
Assistant Professor of Law. Teach courses in administrative law and civil procedure. Research and publish articles on agency oversight and judicial deference, executive power, and the Iran nuclear agreement.
- 2013-2015** **New York University School of Law • New York, NY**
Koch-Searle Fellow. Researched and published articles on topics such as constitutional interpretation, economic liberties, and religious liberty. Spoke at academic conferences.
- 2010-2011** **Supreme Court of the United States • Washington, DC**
Law Clerk to Justice Samuel A. Alito Jr. Drafted bench memoranda and judicial opinions. Reviewed petitions for certiorari. Advised on the disposition of petitions, motions, and cases.
- 2009-2010** **Georgetown University Law Center • Washington, DC**
Olin-Searle Fellow. Researched and published articles on school choice and religious education, separation of powers, national sovereignty and international law, property rights, and federal jurisdiction.
- 2008-2009** **United States Court of Appeals for the District of Columbia Circuit • Washington, DC**
Law Clerk to Judge Douglas H. Ginsburg. Drafted bench memoranda and judicial opinions. Advised on the disposition of motions and cases. Assisted with lectures and academic papers.
- Summer 2006** **U.S. Department of Defense • Arlington, VA**
Honors Legal Intern, Office of General Counsel. Worked at the Defense Security Cooperation Agency on government contracts and other issues related to foreign military sales and foreign military financing.
- 2004-2005** **The New York Sun • New York, NY and Washington, DC**
Member of the Editorial Board. Wrote editorials for daily New York newspaper. Covered topics including local and national politics, public policy, international relations, and the presidential election.
- 2001-2004** **Policy Review, Hoover Institution • Washington, DC**
Associate Editor and Public Affairs Fellow; Assistant Editor. Edited essays for bimonthly public affairs journal published by the Hoover Institution at Stanford University. Wrote essays and reviews on topics such as political theory, religion, Middle East politics, and international governance.

BAR District of Columbia; New York; U.S. Courts of Appeals for the First, Second, Third, Fourth, Fifth, Seventh, and Ninth Circuits; U.S. District Courts for the S.D.N.Y., E.D.N.Y., and D. Colo.

PUBLICATIONS: Available at <http://ssrn.com/author=1444965>.

ED-17-0091-V-000289

Toner, Jana

Subject: Call with (b)(6)

Start: Wednesday, March 15, 2017 9:30 AM

End: Wednesday, March 15, 2017 10:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Attachments: (b)(6) Resume 2017.pdf

Toner, Jana

Subject: Call with (b)(6)
Location: call (b)(6)
Start: Wednesday, March 15, 2017 9:30 AM
End: Wednesday, March 15, 2017 10:00 AM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana
Attachments: (b)(6) Resume 2017.pdf

Toner, Jana

Subject:

Call (b)(6)

Location:

(b)(6)

Start:

Tuesday, March 14, 2017 7:15 AM

End:

Tuesday, March 14, 2017 7:45 AM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject:

Call (b)(6)

Location:

(b)(6)

Start:

Tuesday, March 14, 2017 8:15 AM

End:

Tuesday, March 14, 2017 8:45 AM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Start: Tuesday, March 14, 2017 8:00 AM

End: Tuesday, March 14, 2017 8:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Start: Tuesday, March 14, 2017 3:30 PM

End: Tuesday, March 14, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Ms. Toner,

Thank you for reaching out. I would be happy to speak at 3:30 tomorrow afternoon. That works perfectly with my schedule. I am looking forward to it.

Very respectfully,

(b)(6)

Toner, Jana

Subject:

(b)(6)

Location:

he'll call me

Start:

Tuesday, March 14, 2017 4:00 PM

End:

Tuesday, March 14, 2017 4:30 PM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Secretary meets with Frank Brogan

Start: Thursday, March 16, 2017 12:00 AM
End: Friday, March 17, 2017 12:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Secretary meets with Adam Kissel

Start: Friday, March 17, 2017 3:30 PM

End: Friday, March 17, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Secretary meets with Adam Kissel

Start: Friday, March 17, 2017 12:00 AM
End: Saturday, March 18, 2017 12:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

DeVos, Betsy

Subject: Meeting with Adam Kissel
Location: Office of the Secretary

Start: Wednesday, March 15, 2017 3:30 PM
End: Wednesday, March 15, 2017 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua (Joshua.Venable@ed.gov);
[REDACTED] (b)(6); (b)(7)(F) [REDACTED] USMS)

Cell Phone: [REDACTED] (b)(6)
[REDACTED] (b)(6)
Confirmed

DeVos, Betsy

Subject: Meeting with Adam Kissel
Location: Office of the Secretary

Start: Wednesday, March 15, 2017 3:30 PM
End: Wednesday, March 15, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua (Joshua.Venable@ed.gov);
[REDACTED] (USMS)

Cell Phone: [REDACTED]
[REDACTED]
Confirmed

DeVos, Betsy

Subject: Meeting with Chancellor Frank Brogan
Location: Office of the Secretary

Start: Thursday, March 16, 2017 3:30 PM
End: Thursday, March 16, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua (Joshua.Venable@ed.gov);
[REDACTED] (b)(6); (b)(7)(F) USMS)

Al Hubbard to call in

Dial: [REDACTED] (b)(6)

Leader Code: [REDACTED] (b)(6)

Participant Code: [REDACTED] (b)(6)

DeVos, Betsy

Subject: Meeting with Chancellor Frank Brogan

Location: Office of the Secretary

Start: Thursday, March 16, 2017 3:30 PM

End: Thursday, March 16, 2017 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy

Required Attendees: Toner, Jana; Venable, Joshua (Joshua.Venable@ed.gov);

(b)(6); (b)(7)(F)
(USMS)

Al Hubbard to call in

Dial: (b)(6)

Leader Code: (b)(6)

Participant Code: (b)(6)

DeVos, Betsy

Subject: Meeting with (b)(6)
Location: Office of the Secretary

Start: Thursday, March 16, 2017 9:00 AM
End: Thursday, March 16, 2017 9:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua
Optional Attendees: Delahunty, Sarah

POC: Jana Toner

DeVos, Betsy

Subject: Meeting with (b)(6)
Location: Office of the Secretary

Start: Thursday, March 16, 2017 9:00 AM
End: Thursday, March 16, 2017 9:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Venable, Joshua

POC: Jana Toner

Botel, Jason

Subject: Jana covers Cabinet Affairs call
Location: Gillum's office

Start: Thursday, March 16, 2017 12:30 PM
End: Thursday, March 16, 2017 1:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

I now have to attend an hour-long briefing with Josh and Career staff that includes this time.

Participant Dial-In:
Participant Code:

Botel, Jason

Subject: Jana covers Cabinet Affairs call
Location: Gillum's office

Start: Thursday, March 16, 2017 12:30 PM
End: Thursday, March 16, 2017 1:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

I now have to attend an hour-long briefing with Josh and Career staff that includes this time.

Participant Dial-In:
Participant Code:

DeVos, Betsy

Subject: Meeting with (b)(6)
Location: Office of the Secretary

Start: Wednesday, March 15, 2017 1:00 PM
End: Wednesday, March 15, 2017 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana (b)(6); (b)(7)(F) (USMS)

(b)(6)

DeVos, Betsy

Subject: Meeting with (b)(6)
Location: Office of the Secretary

Start: Wednesday, March 15, 2017 1:00 PM
End: Wednesday, March 15, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; (b)(6); (b)(7)(F) (USMS)

(b)(6)

DeVos, Betsy

Subject: Canceled: Meeting with (b)(6) (b)(6)
Location: Office of the Secretary

Start: Wednesday, March 15, 2017 1:00 PM
End: Wednesday, March 15, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: (b)(6); (b)(7)(F) (USMS); Toner, Jana

Importance: High

(b)(6)

DeVos, Betsy

Subject: Meeting with (b)(6) (b)(6)
Location: Office of the Secretary

Start: Wednesday, March 15, 2017 2:00 PM
End: Wednesday, March 15, 2017 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Ventimiglia, Eric (Eric.Ventimiglia@ed.gov);
(b)(6); (b)(7)(F) (USMS)
Optional Attendees: Venable, Joshua

Christina Zigle

(b)(6)

DeVos, Betsy

Subject: Meeting with (b)(6) (b)(6)
Location: Office of the Secretary

Start: Wednesday, March 15, 2017 2:00 PM
End: Wednesday, March 15, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; Ventimiglia, Eric (Eric.Ventimiglia@ed.gov);
(b)(6); (b)(7)(F) (USMS)
Optional Attendees: Venable, Joshua

Christina Zigler (b)(6)

Botel, Jason

Subject: Privacy Briefing - Beachhead Team and OS, ODS, OUS, OGC
Location: Secretary's Conference Room (OS Managed)

Start: Monday, March 20, 2017 12:00 PM
End: Monday, March 20, 2017 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; McHugh, Erin; Ham, Holly

Botel, Jason

Subject: Privacy Briefing - Beachhead Team and OS, ODS, OUS, OGC
Location: Secretary's Conference Room (OS Managed)

Start: Monday, March 20, 2017 12:00 PM
End: Monday, March 20, 2017 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; McHugh, Erin; Ham, Holly
Optional Attendees: Styles, Kathleen; King2, Dale

Botel, Jason

Subject: Privacy Briefing - Beachhead Team and OS, ODS, OUS, OGC
Location: Secretary's Conference Room (OS Managed)

Start: Monday, March 20, 2017 12:00 PM
End: Monday, March 20, 2017 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin; Ham, Holly; Eitel, Robert
Optional Attendees: Styles, Kathleen; King2, Dale

Botel, Jason

Subject: Privacy Briefing - Beachhead Team and OS, ODS, OUS, OGC
Location: Secretary's Conference Room (OS Managed)

Start: Monday, March 20, 2017 12:00 PM
End: Monday, March 20, 2017 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony; McHugh, Erin; Ham, Holly
Optional Attendees: Styles, Kathleen

Botel, Jason

Subject: Privacy Briefing - Beachhead Team and OS, ODS, OUS, OGC
Location: Secretary's Conference Room (OS Managed)

Start: Monday, March 20, 2017 12:00 PM
End: Monday, March 20, 2017 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe; Mahaffie, Lynn; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin; Ham, Holly
Optional Attendees: Styles, Kathleen; King2, Dale

Venable, Joshua

Subject: Meeting with Jana
Location: COS Office

Start: Wednesday, March 15, 2017 1:00 PM
End: Wednesday, March 15, 2017 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Venable, Joshua

Subject: Meeting with Jana
Location: COS Office

Start: Wednesday, March 15, 2017 1:00 PM
End: Wednesday, March 15, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Toner, Jana

Subject: Call Adam Kissel
Location: at or
Start: Wednesday, March 15, 2017 8:30 AM
End: Wednesday, March 15, 2017 9:00 AM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Toner, Jana

Subject: (b)(6) (b)(6) will call me

Start: Friday, March 17, 2017 12:00 AM

End: Saturday, March 18, 2017 12:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Talk with (b)(6) (b)(6)
Location: call (b)(6)
Start: Wednesday, March 15, 2017 10:30 AM
End: Wednesday, March 15, 2017 11:00 AM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Toner, Jana

Subject: Talk with (b)(6) (b)(6)

Start: Wednesday, March 15, 2017 10:30 AM
End: Wednesday, March 15, 2017 11:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Call candice

Location: (b)(6)

Start: Wednesday, March 15, 2017 2:15 PM

End: Wednesday, March 15, 2017 2:45 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

DeVos, Betsy

Subject: Meeting with (b)(6) (b)(6)
Location: Office of the Secretary

Start: Thursday, March 16, 2017 11:30 AM
End: Thursday, March 16, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Venable, Joshua; Toner, Jana; EDCalendar

DeVos, Betsy

Subject: Meeting with (b)(6) (b)(6)
Location: Office of the Secretary

Start: Thursday, March 16, 2017 11:30 AM
End: Thursday, March 16, 2017 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Venable, Joshua; Toner, Jana

DeVos, Betsy

Subject: Meeting with (b)(6) (b)(6)
Location: Office of the Secretary

Start: Thursday, March 16, 2017 11:30 AM
End: Thursday, March 16, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Venable, Joshua; Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Start: Friday, March 17, 2017 3:00 PM
End: Friday, March 17, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject:

Call (b)(6)

Location:

(b)(6)

Start:

Friday, March 17, 2017 4:30 PM

End:

Friday, March 17, 2017 5:00 PM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Call (b)(6)

Location: (b)(6)

Start: Friday, March 17, 2017 3:00 PM

End: Friday, March 17, 2017 3:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Meet with Liz Hill in person; cal Josh

Start: Friday, March 17, 2017 11:00 AM

End: Friday, March 17, 2017 11:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Meet with Liz Hill in person; call Josh

Location: 7c105; call josh at (b)(6)

Start: Friday, March 17, 2017 11:00 AM

End: Friday, March 17, 2017 11:30 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana

Required Attendees: Rigas, Laura

Toner, Jana

Subject: Meeting with b(6)
Location: 7c105

Start: Tuesday, March 21, 2017 3:30 PM
End: Tuesday, March 21, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Rigas, Laura

Toner, Jana

Subject: Interview with (b)(6) for a coalitions outreach role
Location: Jason's Office

Start: Tuesday, March 21, 2017 3:00 PM
End: Tuesday, March 21, 2017 3:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Botel, Jason

Attachments: (b)(6) loc

Toner, Jana

Subject: HOLD - H and A

Start: Thursday, March 23, 2017 11:30 AM
End: Thursday, March 23, 2017 1:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: hold for (b)(6)

Start: Thursday, March 23, 2017 3:30 PM

End: Thursday, March 23, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

(b)(6) (b)(6)

Toner, Jana

Subject: hold for (b)(6)

Start: Thursday, March 23, 2017 3:00 PM

End: Thursday, March 23, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

(b)(6) (b)(6)

Toner, Jana

Subject: Interview (b)(6)

Start: Thursday, March 23, 2017 3:30 PM

End: Thursday, March 23, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

(b)(6) (b)(6)

Toner, Jana

Subject: hold fo (b)(6)

Start: Thursday, March 23, 2017 3:00 PM

End: Thursday, March 23, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Venable, Joshua

Subject: FW: Phone interview: Liz Hill

Start: Friday, March 17, 2017 11:30 AM
End: Friday, March 17, 2017 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; Cox-Roush, Deborah

-----Original Appointment-----

From: Venable, Joshua
Sent: Friday, March 17, 2017 7:57 AM
To: Venable, Joshua; Toner, Jana; Cox-Roush, Deborah
Subject: Phone interview: Liz Hill
When: Friday, March 17, 2017 11:30 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where:

Jana will meet with her in person. Jana will call you at:

(b)(6)

Venable, Joshua

Subject: Phone interview: Liz Hill

Start: Friday, March 17, 2017 6:00 PM
End: Friday, March 17, 2017 6:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; Cox-Roush, Deborah

Jana will meet with her in person. Jana will call you at:

Venable, Joshua

Subject: Phone interview: Liz Hill

Start: Friday, March 17, 2017 11:00 AM
End: Friday, March 17, 2017 11:30 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Jana will meet with her in person. Jana will call you at:

Venable, Joshua

Subject: Phone interview: Liz Hill

Start: Friday, March 17, 2017 11:30 AM
End: Friday, March 17, 2017 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; Cox-Roush, Deborah

Jana will meet with her in person. Jana will call you at: (b)(6)

Venable, Joshua

Subject: Phone interview: Liz Hill

Start: Friday, March 17, 2017 6:00 PM
End: Friday, March 17, 2017 6:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana; Cox-Roush, Deborah

Jana will meet with her in person. Jana will call you at:

Toner, Jana

Subject:

Call

(b)(6)

Location:

(b)(6)

Start:

Friday, March 17, 2017 2:00 PM

End:

Friday, March 17, 2017 2:30 PM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Rigas, Laura

Subject: Interview with [b)(6)]
Location: Jana Toner's Office

Start: Friday, March 17, 2017 1:00 PM
End: Friday, March 17, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Rigas, Laura
Required Attendees: Toner, Jana; Frendewey, Matthew

Rigas, Laura

Subject: Interview with (b)(6)
Location: Jana Toner's Office

Start: Friday, March 17, 2017 1:00 PM
End: Friday, March 17, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Rigas, Laura
Required Attendees: Toner, Jana; Frendewey, Matthew

Cox-Roush, Deborah

Subject: FW: Meeting with Nathaniel Breeding - Interview
Location: OS

Start: Friday, March 17, 2017 1:30 PM
End: Friday, March 17, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Venable, Joshua; Delahunty, Sarah; Ventimiglia, Eric
Optional Attendees: Toner, Jana

-----Original Appointment-----

From: Cox-Roush, Deborah
Sent: Friday, March 10, 2017 8:53 AM
To: Cox-Roush, Deborah; Venable, Joshua; Delahunty, Sarah; Ventimiglia, Eric
Subject: Meeting with Nathaniel Breeding - Interview
When: Friday, March 17, 2017 1:30 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: OS

Interview with Nathaniel Breeding

(b)(6)

Eric has resume for pre-review

Cox-Roush, Deborah

Subject: Meeting with Nathaniel Breeding - Interview
Location: Meeting will be held in Jana's office 7C105

Start: Friday, March 17, 2017 1:30 PM
End: Friday, March 17, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Delahunty, Sarah; Ventimiglia, Eric; Venable, Joshua
Optional Attendees: Toner, Jana

Meeting will be held in Jana's office 7C105

Interview with Nathaniel Breeding

(b)(6)

Eric has resume for pre-review

Cox-Roush, Deborah

Subject: FW: Meeting with Nathaniel Breeding - Interview
Location: OS

Start: Friday, March 17, 2017 1:30 PM
End: Friday, March 17, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cox-Roush, Deborah
Required Attendees: Venable, Joshua; Delahunty, Sarah; Ventimiglia, Eric
Optional Attendees: Toner, Jana

-----Original Appointment-----

From: Cox-Roush, Deborah
Sent: Friday, March 10, 2017 8:53 AM
To: Cox-Roush, Deborah; Venable, Joshua; Delahunty, Sarah; Ventimiglia, Eric
Subject: Meeting with Nathaniel Breeding - Interview
When: Friday, March 17, 2017 1:30 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: OS

Interview with Nathaniel Breeding

(b)(6)

Eric has resume for pre-review

Cox-Roush, Deborah

Subject: Meeting with Nathaniel Breeding - Interview
Location: Meeting will be held in Jana's office 7C105

Start: Friday, March 17, 2017 1:30 PM
End: Friday, March 17, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Delahunty, Sarah; Ventimiglia, Eric; Venable, Joshua
Optional Attendees: Toner, Jana

Meeting will be held in Jana's office 7C105

Interview with Nathaniel Breeding

(b)(6)

Eric has resume for pre-review

Cox-Roush, Deborah

Subject: FW: Meeting with Martha Davis - Interview
Location: OS

Start: Friday, March 17, 2017 3:00 PM
End: Friday, March 17, 2017 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cox-Roush, Deborah
Required Attendees: Venable, Joshua; Delahunty, Sarah; Ventimiglia, Eric
Optional Attendees: Toner, Jana

-----Original Appointment-----

From: Cox-Roush, Deborah
Sent: Friday, March 10, 2017 8:54 AM
To: Cox-Roush, Deborah; Venable, Joshua; Delahunty, Sarah; Ventimiglia, Eric
Subject: Meeting with Martha Davis - Interview
When: Friday, March 17, 2017 3:00 PM-3:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: OS

Interview with Martha Davis

(b)(6)

Eric has resume for pre-review

Cox-Roush, Deborah

Subject: FW: Meeting with Martha Davis - Interview
Location: OS

Start: Friday, March 17, 2017 3:00 PM
End: Friday, March 17, 2017 3:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Venable, Joshua; Delahunty, Sarah; Ventimiglia, Eric
Optional Attendees: Toner, Jana

-----Original Appointment-----

From: Cox-Roush, Deborah
Sent: Friday, March 10, 2017 8:54 AM
To: Cox-Roush, Deborah; Venable, Joshua; Delahunty, Sarah; Ventimiglia, Eric
Subject: Meeting with Martha Davis - Interview
When: Friday, March 17, 2017 3:00 PM-3:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: OS

Interview with Martha Davis

(b)(6)

Eric has resume for pre-review

DeVos, Betsy

Subject: Meeting with (b)(6)
Location: Office of the Secretary

Start: Tuesday, March 21, 2017 2:00 PM
End: Tuesday, March 21, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: (b)(6); (b)(7)(F) (USMS); EDCalendar; Toner, Jana

CONFIRMED

Sarah, thanks again for arranging. How long should I anticipate for the meeting in order to book a flight at appropriate time. Do you already have a copy of my back ground or should I send you one?

Look forward to meeting.

(b)(6)

On Wed, Mar 15, 2017 at 8:48 AM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

Our address is below. Let me know if you have any questions.

400 Maryland Avenue, SW

Washington, DC 20202

*Entrances are on C Street and Maryland Avenue. You will check-in at the visitors desk after clearing security to be escorted upstairs.

Best –

Sarah

Sarah Delahunty

United States Department of Education

C: [202-480-1542](tel:202-480-1542)

From: (b)(6) [mailto:(b)(6)]
Sent: Wednesday, March 15, 2017 8:47 AM

To: Delahunty, Sarah
Subject: Re: Meeting with Secretary DeVos

Very good. Please send me the details.

On Wed, Mar 15, 2017 at 8:32 AM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:
How does 2pm work?

--
Sarah Delahunty
United States Department of Education
C: [202-480-1542](tel:202-480-1542)

From: Neal Cohen [mailto:(b)(6)]
Sent: Tuesday, March 14, 2017 8:57 PM
To: Delahunty, Sarah
Subject: Re: Meeting with Secretary DeVos

Sarah,

Either morning or afternoon work for me so whatever works best for Secretary Devos.

Thanks.

Sent from my iPhone

On Mar 14, 2017, at 7:51 PM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

Hi (b)(6)

I hope this email finds you well. Secretary DeVos was hoping you would be able to come in next week for a meeting. I have some time on Tuesday, March 21st in the late morning or afternoon. I can also look at other days as well if that works better for you.

Thanks –
Sarah

--
Sarah Delahunty

United States Department of Education

C: 202-480-1542

DeVos, Betsy

Subject: Meeting with (b)(6)
Location: Office of the Secretary

Start: Monday, March 20, 2017 11:30 AM
End: Monday, March 20, 2017 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: DeVos, Betsy
Required Attendees: Toner, Jana; (b)(6); (b)(7)(F) (USMS); EDCalendar

CONFIRMED

Sarah, I am planning to be there on Monday unless you tell me you prefer a Friday FL option. Looking forward to it. Best, (b)(6)

On Wed, Mar 15, 2017 at 12:44 PM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

Yes, I have that time held for you.

Sarah Delahunty

United States Department of Education

C: [202-480-1542](tel:202-480-1542)

From: (b)(6) [mailto:(b)(6)]
Sent: Wednesday, March 15, 2017 11:20 AM

To: Delahunty, Sarah
Subject: Re: Meeting with Secretary DeVos

Sarah , are you able to hold the Monday time while I work things out at my end? (b)(6)

Sent from my iPhone

On Mar 15, 2017, at 8:34 AM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

There's a chance she'll be in FL on Friday, March 24th. Unfortunately I won't know her schedule or what part of Florida she will be in for a couple more days.

~

Sarah Delahunty

United States Department of Education

C. (b)(6)

From: (b)(6) [mailto:(b)(6)]
Sent: Tuesday, March 14, 2017 8:02 PM
To: Delahunty, Sarah
Subject: Re: Meeting with Secretary DeVos

Let me check flights for Monday. She mentioned she might be in FL at some point and if so remember I am here often, too. (b)(6)

Sent from my iPhone

On Mar 14, 2017, at 7:49 PM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

I could 11:30 am on Monday morning or 10 am on Friday morning.

~

Sarah Delahunty

United States Department of Education

C: [202-480-1542](#)

From: (b)(6)
Sent: Tuesday, March 14, 2017 7:46 PM
To: Delahunty, Sarah
Subject: Re: Meeting with Secretary DeVos

Morning of 20th or 24th by chance?

Sent from my iPhone

On Mar 14, 2017, at 7:37 PM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

Unfortunately I don't have anything available this week.

--

Sarah Delahunty

United States Department of Education

C: [202-480-1542](#)

From: (b)(6)
Sent: Tuesday, March 14, 2017 7:30 PM
To: Delahunty, Sarah
Subject: Re: Meeting with Secretary DeVos

Sarah, this week booked full ? Best, Wade

Sent from my iPhone

On Mar 14, 2017, at 4:23 PM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

Wade – I have some options as early as next week if you are able to get up here that quickly. Otherwise, I have room the following week as well. I will connect you with Jana on another email in just a moment.

Thanks –

Sarah

--

Sarah Delahunt

United States Department of Education

C: 202-480-1542

From: (b)(6) (b)(6)
Sent: Tuesday, March 14, 2017 4:21 PM
To: Delahunt, Sarah
Subject: Re: Meeting with Secretary DeVos

Sarah, we just hung up. The Secretary asked me to connect with Janet Toner and come up in better weather sometime soon. Can you help me with Janet and then suggest a good day? Best, (b)(6)

Sent from my iPhone

On Mar 13, 2017, at 8:50 PM, Delahunt, Sarah <Sarah.Delahunt@ed.gov> wrote:

The Secretary is all set to call your cell number. Hopefully this will save you some travel hassle.

Best –

Sarah

--

Sarah Delahunt

United States Department of Education

C: 202-480-1542

From: (b)(6)
Sent: Monday, March 13, 2017 6:23 PM
To: Delahunt, Sarah
Subject: Re: Meeting with Secretary DeVos

Sarah, Ok, (b)(6) is my mobile. I hope you enjoy a snow day. I have loved my time there when it has happened. Best, Wade

Sent from my iPhone

On Mar 13, 2017, at 6:14 PM, Delahunt, Sarah <Sarah.Delahunt@ed.gov> wrote:

(b)(6)

Let's just go ahead and plan to do a call tomorrow from 4:00 – 4:30 p.m.

What is the best number for the Secretary to reach you?

Sarah Delahunt

United States Department of Education

C: 202-480-1542

From: (b)(6)
Sent: Monday, March 13, 2017 9:27 AM
To: Delahunt, Sarah
Subject: Re: Meeting with Secretary DeVos

Sarah, Yes, correct. In Florida this week. Thank you, (b)(6)

Sent from my iPhone

On Mar 13, 2017, at 9:18 AM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

Yes, it's looking like a real possibility on our end, but we don't yet have confirmation. You are rerouting from FL, correct? If we are closed tomorrow, we may do a phone call until the next time you're able to travel up to DC.

I'll let you know as more details develop.

Thanks –

Sarah

--

Sarah Delahunty

United States Department of Education

C: (b)(6)

From: (b)(6)
Sent: Monday, March 13, 2017 9:16 AM
To: Delahunty, Sarah
Subject: Re: Meeting with Secretary DeVos

Sarah, looking at the weather, probably you will be closed tomorrow and perhaps the airport too. Please keep me posted on your plans. Best, Wade

Sent from my iPhone

On Mar 3, 2017, at 4:28 PM, Delahunty, Sarah <Sarah.Delahunty@ed.gov> wrote:

Apologies, Wade. Our address is 400 Maryland, Ave SW

Sarah Delahunty

United States Department of Education

C: [202-480-1542](tel:202-480-1542)

From: Delahunty, Sarah
Sent: Friday, March 03, 2017 4:12 PM
To: [REDACTED]
Subject: Meeting with Secretary DeVos

[REDACTED]

Thanks for giving me a call this afternoon. You are confirmed to meet with the Secretary on Tuesday, March 14th at 4 pm. Our office is located at 400 Maryland Avenue, NE Washington, DC 20202. You can enter through the door on either C Street or Maryland Avenue. After you clear security, you will check in at the visitors desk who will then call our office to escort you up.

My cell phone number is below. Give me a call if you have any questions.

Thanks –

Sarah

--

Sarah Delahunty

United States Department of Education

C: 202-480-1542

Botel, Jason

Subject: Jana covers Cabinet Affairs call
Location: Gillum's office

Start: Friday, March 17, 2017 12:30 PM
End: Friday, March 17, 2017 1:00 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Ferguson, Gillum; Toner, Jana

Botel, Jason

Subject: Jana covers Cabinet Affairs call

Location: Gillum's office

Start: Friday, March 17, 2017 12:30 PM

End: Friday, March 17, 2017 1:00 PM

Recurrence: Weekly

Recurrence Pattern: Occurs every weekday from 12:30 PM to 1:00 PM effective 1/31/2017.

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Ferguson, Gillum; Toner, Jana

Cox-Roush, Deborah

Subject: Motorpool Pick up to EEOB
Location: ED

Start: Tuesday, March 21, 2017 1:00 PM
End: Tuesday, March 21, 2017 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Motorpool request placed for WH meeting. Pick up at 1:30

Cox-Roush, Deborah

Subject: Motorpool Pick up to EEOB
Location: ED

Start: Tuesday, March 21, 2017 1:30 PM
End: Tuesday, March 21, 2017 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Motorpool request placed for WH meeting. Pick up at 1:30

Cox-Roush, Deborah

Subject: Motorpool Pick up to EEOB
Location: ED

Start: Tuesday, March 21, 2017 1:00 PM
End: Tuesday, March 21, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Motorpool request placed for WH meeting. Pick up at 1:30

Cox-Roush, Deborah

Subject: Motorpool Pick up to EEOB
Location: ED

Start: Tuesday, March 21, 2017 1:30 PM
End: Tuesday, March 21, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Motorpool request placed for WH meeting. Pick up at 1:30

Cox-Roush, Deborah

Subject: Motorpool from EEOB to WH
Location: EEOB

Start: Tuesday, March 21, 2017 2:45 PM
End: Tuesday, March 21, 2017 3:15 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Motor Pool pick up return from EEOB to ED

Cox-Roush, Deborah

Subject: Motorpool from EEOB to WH
Location: EEOB

Start: Tuesday, March 21, 2017 2:45 PM
End: Tuesday, March 21, 2017 3:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Motor Pool pick up return from EEOB to ED

Cox-Roush, Deborah

Subject: Interview with Liz Hill
Location: Jana Office 7C105

Start: Friday, March 17, 2017 6:00 PM
End: Friday, March 17, 2017 6:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Cox-Roush, Deborah

Subject: Interview with Liz Hill
Location: Jana Office 7C105

Start: Friday, March 17, 2017 6:00 PM
End: Friday, March 17, 2017 6:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Cox-Roush, Deborah

Subject: Interview with Liz Hill
Location: Jana's office

Start: Friday, March 17, 2017 6:00 PM
End: Friday, March 17, 2017 6:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Cox-Roush, Deborah
Required Attendees: Toner, Jana

Toner, Jana

Subject: call (b)(6)
Location: he'll call me

Start: Friday, March 17, 2017 5:30 PM
End: Friday, March 17, 2017 6:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: hold fo (b)(6)

Start: Wednesday, March 22, 2017 10:00 AM

End: Wednesday, March 22, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: hold for (b)(6)

Start: Wednesday, March 22, 2017 2:30 PM

End: Wednesday, March 22, 2017 4:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: hold for (b)(6)

Start: Wednesday, March 22, 2017 10:00 AM

End: Wednesday, March 22, 2017 11:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Start: Monday, March 20, 2017 1:00 PM

End: Monday, March 20, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana

Required Attendees: Cuffee-Graves, Cassandra

Toner, Jana

Subject: Personnel Follow up

Start: Monday, March 20, 2017 1:30 PM
End: Monday, March 20, 2017 1:45 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Cuffee-Graves, Cassandra
Optional Attendees: Bacon, Ellsworth

Toner, Jana

Subject:

(b)(6)

Start:

Wednesday, March 22, 2017 1:00 PM

End:

Wednesday, March 22, 2017 2:00 PM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject:

(b)(6)

Start:

Wednesday, March 22, 2017 10:30 AM

End:

Wednesday, March 22, 2017 11:30 AM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Call (b)(6)
Location: (b)(6)
Start: Monday, March 20, 2017 12:30 PM
End: Monday, March 20, 2017 1:00 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana
Attachments: (b)(6) 2017-1.pdf

From: (b)(6) (b)(6)
Date: March 17, 2017 at 1:35:14 PM EDT
To: "Delahunty, Sarah" <Sarah.Delahunty@ed.gov>
Subject: Next Tuesday Meeting with Secretary Devos

Sarah, I have included a brief introduction and attached my resume.

Secretary Devos,

Thank you for taking the time to meet with me next Tuesday. I want to serve my country and support the Administration by utilizing my 30 years of senior executive and change management experience. I also bring the tireless pursuit of excellence that President Trump and you envision for the Federal government.

I have been fortunate to have had leadership roles at (b)(6) (b)(6) including finance, strategy, marketing and operations. I am especially proud of being part of teams that have driven successful outcomes in large organizations going through exceptionally complicated change situations; many of these situations involved private-public cooperation to achieve unique solutions.

I look forward to meeting next week.

Regards,

Toner, Jana

Subject: Cabinet Affairs Call for Jason

Start: Wednesday, March 22, 2017 12:30 PM

End: Wednesday, March 22, 2017 1:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Hi Jana,

Can you please cover the cabinet affairs call for me on Wednesday?

Please note the new CA/agency conference call information below.

Participant Dial-In: (b)(6)

Participant Code: (b)(6)

Sent from my iPhone

Toner, Jana

Subject: Meeting with (b)(6)

Start: Wednesday, March 22, 2017 2:00 PM

End: Wednesday, March 22, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Meeting with (b)(6)

Start: Thursday, March 23, 2017 1:00 PM

End: Thursday, March 23, 2017 2:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: (b)(6) will Call me

Start: Thursday, March 23, 2017 2:00 PM

End: Thursday, March 23, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Dear Jana ~

It's so nice of you to reach out! I am deeply fond of (b)(6) and am grateful for all of his help in landing me in the Administration. I would be happy to speak with you this Thursday afternoon. I will be in Rome at that time so 1:00 pm - 2:00 pm is ideal for me.

Also, I do live in Washington, D.C. so am happy to swing by Monday if you would like to meet in person as well.

Very much looking forward to it.

Best,

(b)(6)

(b)(6)

Hudson, Alexandra

Subject: Meet Jana

Start: Thursday, March 23, 2017 5:00 PM
End: Thursday, March 23, 2017 6:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Hudson, Alexandra
Required Attendees: Toner, Jana

Hudson, Alexandra

Subject: Meet Jana

Start: Thursday, March 23, 2017 5:00 PM
End: Thursday, March 23, 2017 6:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hudson, Alexandra
Required Attendees: Toner, Jana

Hudson, Alexandra

Subject: Meet Jana

Start: Thursday, March 23, 2017 5:00 PM
End: Thursday, March 23, 2017 5:15 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Hudson, Alexandra
Required Attendees: Toner, Jana

Toner, Jana

Subject: Meet with Josh - 10:05

Start: Wednesday, March 22, 2017 10:00 AM
End: Wednesday, March 22, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Botel, Jason

Subject: Jana covers cabinet affairs for Jason

Start: Wednesday, March 22, 2017 12:30 PM

End: Wednesday, March 22, 2017 1:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Toner, Jana

Please note the new CA/agency conference call information below.

Participant Dial-In:

Participant Code:

Botel, Jason

Subject: Jana covers cabinet affairs for Jason

Start: Wednesday, March 22, 2017 12:30 PM
End: Wednesday, March 22, 2017 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Toner, Jana

Please note the new CA/agency conference call information below.

Participant Dial-In:
Participant Code:

Toner, Jana

Subject: Kevin Eck - personnel update
Location: 7c105

Start: Wednesday, March 22, 2017 3:00 PM
End: Wednesday, March 22, 2017 3:15 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Eck, Kevin

Toner, Jana

Subject: Micahel Brickman and org
Location: 7c105

Start: Thursday, March 23, 2017 5:15 PM
End: Thursday, March 23, 2017 5:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Micahel Brickman and org
Location: 7c105

Start: Thursday, March 23, 2017 4:45 PM
End: Thursday, March 23, 2017 5:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Brickman, Michael

Toner, Jana

Subject: Personnel
Location: Joe's Office

Start: Thursday, March 23, 2017 9:30 AM
End: Thursday, March 23, 2017 10:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Conaty, Joe

Toner, Jana

Subject: Boards Update
Location: 7c105

Start: Thursday, March 23, 2017 2:30 PM
End: Thursday, March 23, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Akins, Karen

Toner, Jana

Subject: Boards Update
Location: 7c105

Start: Thursday, March 23, 2017 3:00 PM
End: Thursday, March 23, 2017 3:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Akins, Karen

Toner, Jana

Subject: OWHL meeting
Location: 7c105

Start: Friday, March 24, 2017 4:30 PM
End: Friday, March 24, 2017 5:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Young, Patrick; Cox-Roush, Deborah

Toner, Jana

Subject: Interview with (b)(6) call Sarah

Start: Friday, March 24, 2017 9:30 AM

End: Friday, March 24, 2017 10:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)

Start: Friday, March 24, 2017 9:30 AM

End: Friday, March 24, 2017 10:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Interview with (b)(6)

Start: Wednesday, March 22, 2017 2:00 PM

End: Wednesday, March 22, 2017 2:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject:

(b)(6)

will call me

Start:

Wednesday, March 22, 2017 2:30 PM

End:

Wednesday, March 22, 2017 3:00 PM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Join Ebony's interview with (b)(6)

Start: Wednesday, March 22, 2017 3:30 PM

End: Wednesday, March 22, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Join Ebony's interview with (b)(6)

Start: Wednesday, March 22, 2017 4:00 PM

End: Wednesday, March 22, 2017 4:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: ebony meets with (b)(6)
Location: ebony's office

Start: Thursday, March 23, 2017 9:30 AM
End: Thursday, March 23, 2017 10:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Lee, Ebony

Attachments: (b)(6) pdf

Venable, Joshua

Subject: Meet w/Jana
Location: COS Office

Start: Thursday, March 23, 2017 8:45 AM
End: Thursday, March 23, 2017 9:15 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Venable, Joshua

Subject: Meet w/Jana
Location: COS Office

Start: Thursday, March 23, 2017 8:45 AM
End: Thursday, March 23, 2017 9:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Venable, Joshua

Subject: Meet w/Jana
Location: COS Office

Start: Thursday, March 23, 2017 8:45 AM
End: Thursday, March 23, 2017 9:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Venable, Joshua

Subject: Hold for time w/Jana
Location: COS Office

Start: Monday, March 27, 2017 9:30 AM
End: Monday, March 27, 2017 10:00 AM
Show Time As: Tentative

Recurrence: Daily
Recurrence Pattern: every weekday from 9:30 AM to 10:00 AM

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Venable, Joshua

Subject: Hold for time w/Jana
Location: COS Office

Start: Monday, March 27, 2017 9:30 AM
End: Monday, March 27, 2017 10:00 AM
Show Time As: Tentative

Recurrence: Daily
Recurrence Pattern: every weekday from 9:30 AM to 10:00 AM

Meeting Status: Declined

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Venable, Joshua

Subject: Hold for time w/Jana
Location: COS Office

Start: Monday, March 27, 2017 9:30 AM
End: Monday, March 27, 2017 10:00 AM
Show Time As: Tentative

Recurrence: Daily
Recurrence Pattern: every weekday from 9:30 AM to 10:00 AM

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Sent: Tuesday, June 12, 2018 1:24 PM
To: Venable, Joshua; Toner, Jana

Botel, Jason

Subject: Standing Meeting with Beachhead Team and OS, ODS, OUS,
OGC - Conference Line (b)(6) Participant Code
(b)(6)

Location: Secretary's Conference Room (OS Managed) -

Start: Tuesday, February 21, 2017 12:00 PM
End: Tuesday, February 21, 2017 12:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Tuesday and Thursday from 12:00 PM to 12:30 PM

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe;
Mahaffie, Lynn; McFadden, Elizabeth; Manning, James;
Buchesky, Stanley; Venable, Joshua; Toner, Jana;
Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum;
Friendewey, Matthew; Lee, Ebony; McHugh, Erin; Ham,
Holly; Eitel, Robert
Optional Attendees: Hill, Paula

Conference Line (b)(6)
Participant Code (b)(6)
Jason has lead

From:

Sent: Tuesday, June 12, 2018 1:24 PM

To: Botel, Jason; McLaughlin, Maureen; Rosenfelt, Phil; Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum; Friendewey, Matthew; Lee, Ebony; McHugh, Erin

Attachments: ED Meeting Matrix - Feb 2017.docx; Deeper Dive Meetings Annotations (3).docx; Rules of the Road February 2017.docx

Conference Line Participant Code:

Rules of the Road (how to raise issues and get them resolved) – Revised 2/22/17

[Deeper Dive Meetings Annotations \(3\).docx](#)



Botel, Jason

Subject: Standing Meeting with Beachhead Team and OS, ODS, OUS,
OGC - Conference Line — (b)(6) Participant Code
(b)(6)

Location: Secretary's Conference Room (OS Managed) -

Start: Tuesday, February 21, 2017 12:00 PM
End: Tuesday, February 21, 2017 12:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Tuesday and Thursday from 12:00 PM to 12:30 PM

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Rosenfelt, Phil; McLaughlin, Maureen; Conaty, Joe;
Mahaffie, Lynn; McFadden, Elizabeth; Manning, James;
Buchesky, Stanley; Venable, Joshua; Toner, Jana;
Ventimiglia, Eric; Carter, Denise; Ferguson, Gillum;
Frendewey, Matthew; Lee, Ebony; McHugh, Erin; Ham,
Holly; Eitel, Robert; Rosenfelt, Phil; McLaughlin, Maureen;
Conaty, Joe; Mahaffie, Lynn; McFadden, Elizabeth; Manning,
James; Buchesky, Stanley; Venable, Joshua; Ventimiglia,
Eric; Carter, Denise; Ferguson, Gillum; Frendewey,
Matthew; Lee, Ebony; McHugh, Erin; Ham, Holly; Eitel,
Robert

Conference Line — (b)(6)
Participant Code (b)(6)
Jason has lead

Nina Rees

Subject:

Call with Jana Toner

(b)(6)

Location:

(b)(6)

will call Jana -

(b)(6)

Start:

Thursday, March 23, 2017 4:00 PM

End:

Thursday, March 23, 2017 4:30 PM

Recurrence:

(none)

Meeting Status:

Accepted

Organizer:

(b)(6)

Required Attendees:

Toner, Jana

d\plain

Toner, Jana

Subject: Jana covers cabinet affairs for Jason

Start: Thursday, March 23, 2017 12:30 PM

End: Thursday, March 23, 2017 1:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana

Please note the new CA/agency conference call information below.

Participant Dial-In: (b)(6)

Participant Code: (b)(6)

Botel, Jason

Subject: Standing Beachhead Leadership Team Meeting
Location: Secretary's Conference Room (OS Managed)

Start: Friday, March 24, 2017 11:00 AM
End: Friday, March 24, 2017 12:00 PM

Recurrence: Daily
Recurrence Pattern: every weekday from 11:00 AM to 12:00 PM

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

Please accept this as the new invitation.

Botel, Jason

Subject: Standing Beachhead Leadership Team Meeting
Location: Secretary's Conference Room (OS Managed)

Start: Friday, March 24, 2017 11:00 AM
End: Friday, March 24, 2017 12:00 PM
Show Time As: Tentative

Recurrence: Daily
Recurrence Pattern: every weekday from 11:00 AM to 12:00 PM

Meeting Status: Not yet responded

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

Please accept this as the new invitation.

Botel, Jason

Subject: Standing Beachhead Leadership Team Meeting
Location: Secretary's Conference Room (OS Managed)

Start: Tuesday, March 28, 2017 11:00 AM
End: Tuesday, March 28, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: every Tuesday, Wednesday, Thursday, and Friday from 11:00 AM to 12:00 PM

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana; Jackson, Candice

Sent: Tuesday, June 12, 2018 1:30 PM
To: Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Botel, Jason; Toner, Jana; Jackson, Candice
Subject: Canceled: Standing Beachhead Leadership Team Meeting - Call in - 866-732-0811, Participant Code: 9449103
Importance: High

Due to the urgency of mandatory budget passback, I need to cancel this meeting. If you need to discuss anything with me, don't hesitate to reach out 😊

Sent: Tuesday, June 12, 2018 1:30 PM
To: Goad, Robert; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

Please note shortened time; some of us need to brief the Secretary 11-11:30am

From:

Sent: Tuesday, June 12, 2018 1:30 PM

To: Goad, Robert; Eitel, Robert; Simmons, Lee (Dougie); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

Subject: Standing Beachhead Leadership Team Meeting Call In Participant Code:

Conference line:

Participant Code:

From:

Sent: Tuesday, June 12, 2018 1:31 PM

To: Goad, Robert; Eitel, Robert; Simmons, Lee (Dougie); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

Subject: Standing Beachhead Leadership Team Meeting - Conference Line

(b)(6) Participant Code (b)(6)

Adding Call In -

Conference Line - (b)(6)

Participant Code (b)(6)

Leader Code: Jason has lead

Please accept this as the new invitation.

Botel, Jason

Subject: Standing Beachhead Leadership Team Meeting
Location: Secretary's Conference Room (OS Managed)

Start: Tuesday, March 28, 2017 11:00 AM
End: Tuesday, March 28, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: every Tuesday, Wednesday, Thursday, and Friday from 11:00 AM to 12:00 PM

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana; Jackson, Candice

Botel, Jason

Subject: Standing Beachhead Leadership Team Meeting
Location: Secretary's Conference Room (OS Managed)

Start: Tuesday, March 28, 2017 11:00 AM
End: Tuesday, March 28, 2017 12:00 PM

Recurrence: Weekly
Recurrence Pattern: Occurs every Tuesday, Wednesday, Thursday and Friday from 11:00 AM to 12:00 PM effective 3/28/2017.

Meeting Status: Accepted

Organizer: Botel, Jason
Required Attendees: Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana; Jackson, Candice

Toner, Jana

Subject: JT - paperwork

Start: Friday, March 24, 2017 10:00 AM
End: Friday, March 24, 2017 11:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Jones, Sharon

Subject: HBCU Staff/Union
Location: Under Secretary's Office LBJ 7E307

Start: Friday, March 24, 2017 2:05 PM
End: Friday, March 24, 2017 2:50 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Jones, Sharon

Required Attendees: Mahaffie, Lynn; Botel, Jason; Hill, Paula; McMahan, Arthur

Optional Attendees: Cutler, Samantha; Arguello, Jennifer; Goodman, Amber; Lee, Ebony; Toner, Jana; Darby, LaJuan; Harris, Sharon; Porter, Mary (Contractor);
[REDACTED] Mills, Cynthia; Fergusson, Tammi; Franklin, Sedika; Jones, Elyse; Exeter, Kim

Adding call-in number. Thanks.

Call-In

[REDACTED]
[REDACTED]
Pass Code [REDACTED]

Hello All, rescheduling due to conflicts with schedules. Thanks.

Sharon

Siegelbaum, Jill

Subject: FW: Freedom of Information Act Training
Location: Secretary's Conference Room (OS Managed)

Start: Tuesday, April 04, 2017 1:00 PM
End: Tuesday, April 04, 2017 2:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Siegelbaum, Jill
Required Attendees: Bailey, Nathan; Botel, Jason; Brickman, Michael; Buchesky, Stanley; Chamberlain, Michael; Delahunty, Sarah; Eck, Kevin; Ferguson, Gillum; Toner, Jana; Eitel, Robert; Friendewey, Matthew; Goad, Robert; Holden, Ronald; Ham, Holly; Hudson, Alexandra; Jones, Amy; Kossack, Andrew; Lee, Ebony; Oberlies, Michael; Manning, James; Reynolds, Cody; Riemer, Jeffrey (Justin); Rigas, Laura; Ruddock, Neil; Shaheen, Patrick; Dougie.Simmons@ED.gov; Smith, Kathleen; Toner, Jana; Venable, Joshua; Ventimiglia, Eric; Ward, Jerry; Young, Patrick; Rosenfelt, Phil; Sasser, Tracey; Kim, Eun (OGC); Mayo-Tall, Karen; Wilson, Lauren; Styles, Kathleen; Smith, Gregory; Wehausen, Robert
Optional Attendees: Cox-Roush, Deborah; Caliguiran, Arthur; Arrington, Angela

There is a Freedom of Information Act Training today at 1. See below.

-----Original Appointment-----

From: Toner, Jana **On Behalf Of** Siegelbaum, Jill

Sent: Friday, March 24, 2017 12:56 PM

To: Siegelbaum, Jill; Eitel, Robert; Friendewey, Matthew; Goad, Robert; Holden, Ronald; Ham, Holly; Hudson, Alexandra; Jones, Amy; Kossack, Andrew; Lee, Ebony; Oberlies, Michael; Manning, James; Reynolds, Cody; Riemer, Jeffrey (Justin); Rigas, Laura; Ruddock, Neil; Shaheen, Patrick;

Dougie.Simmons@ED.gov; Smith, Kathleen; Toner, Jana; Venable, Joshua; Ventimiglia, Eric; Ward, Jerry; Young, Patrick; Rosenfelt, Phil; Sasser, Tracey; Kim, Eun (OGC); Mayo-Tall, Karen; Wilson, Lauren; Styles, Kathleen; Smith, Gregory; Wehausen, Robert

Cc: Cox-Roush, Deborah; Caliguiran, Arthur; Arrington, Angela

Subject: Freedom of Information Act Training

When: Tuesday, April 04, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Secretary's Conference Room (OS Managed)

Good afternoon, all –

As you may have heard, the Freedom of Information Act (FOIA) can be a hot button topic in the federal government. Not to worry: the Office of the General Counsel and FOIA Service Center are providing training to answer all your FOIA questions, including:

- What are our obligations under FOIA?
- Who can file a FOIA request?
- What records fall within the reach of FOIA?
- Does FOIA allow us to protect any of our records from disclosure?
- What are the most common types of FOIA issues raised at the Department?
- What do we do if we receive a FOIA request?

Please join us for this informational training, and learn how we at ED put the “fun” in FOIA!

Jill Siegelbaum
OGC

Toner, Jana

Subject: stan calls me

Start: Friday, March 24, 2017 3:30 PM
End: Friday, March 24, 2017 4:00 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Venable, Joshua

Subject: Hold for time w/Jana
Location: COS Office

Start: Monday, April 03, 2017 9:30 AM
End: Monday, April 03, 2017 10:00 AM

Recurrence: Daily
Recurrence Pattern: every weekday from 9:30 AM to 10:00 AM

Meeting Status: Accepted

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Sent: Tuesday, June 12, 2018 1:37 PM
To: Venable, Joshua; Toner, Jana

Venable, Joshua

Subject: Hold for time w/Jana

Location: COS Office

Start: Monday, April 03, 2017 9:30 AM

End: Monday, April 03, 2017 10:00 AM

Recurrence: Weekly

Recurrence Pattern: Occurs every weekday from 9:30 AM to 10:00 AM effective 4/3/2017 until 4/7/2017. There are 4 more occurrences.

Meeting Status: Accepted

Organizer: Venable, Joshua

Required Attendees: Toner, Jana

From:

Sent: Tuesday, June 12, 2018 1:37 PM

To: Venable, Joshua; Toner, Jana

DeVos, Betsy

Subject: Meeting with TBC Personnel
Location: Office

Start: Tuesday, March 28, 2017 4:00 PM
End: Tuesday, March 28, 2017 4:45 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: DeVos, Betsy
Required Attendees: Ventimiglia, Eric; Toner, Jana; Young, Patrick

(b)(6) for OCO or (b)(6) for DAS Outreach

DeVos, Betsy

Subject: Meeting with (b)(6)
Location: Office
Start: Tuesday, March 28, 2017 3:45 PM
End: Tuesday, March 28, 2017 4:30 PM
Recurrence: (none)
Meeting Status: Accepted
Organizer: DeVos, Betsy
Required Attendees: Ventimiglia, Eric; Toner, Jana; Young, Patrick; EDCalendar;
Cox-Roush, Deborah

(b)(6) for OCO

Botel, Jason

Subject: Jana / jason chat

Location: Jana's office

Start: Tuesday, April 04, 2017 10:30 AM

End: Tuesday, April 04, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Toner, Jana

Botel, Jason

Subject: ana / jason chat
Location: Jana's office

Start: Tuesday, April 04, 2017 10:30 AM
End: Tuesday, April 04, 2017 11:00 AM

Recurrence: (none)

Meeting Status: Declined

Organizer: Botel, Jason
Required Attendees: Toner, Jana

Botel, Jason

Subject: Jana covers cabinet affairs call for Jason

Start: Monday, April 03, 2017 12:55 PM

End: Monday, April 03, 2017 1:25 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Botel, Jason

Required Attendees: Toner, Jana

Participant Dial-In: (b)(6)

Participant Code: (b)(6)

Young, Patrick

Subject: (b)(6) Interview with Josh Venable
Location: COS office
Start: Thursday, April 06, 2017 10:00 AM
End: Thursday, April 06, 2017 10:30 AM
Recurrence: (none)
Meeting Status: Accepted
Organizer: Young, Patrick
Required Attendees: Toner, Jana; Ventimiglia, Eric; Cox-Roush, Deborah
Optional Attendees: Venable, Joshua

Young, Patrick

Subject: b(6) Interview with Gillum (Speechwriter)
Location: Gillum Office

Start: Monday, April 03, 2017 4:30 PM
End: Monday, April 03, 2017 5:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Young, Patrick
Required Attendees: Ferguson, Gillum; Cox-Roush, Deborah; Toner, Jana

Young, Patrick

Subject: (b)(6) Speechwriter) Interview with Gillum
Location: Gillums Office

Start: Thursday, April 06, 2017 10:30 AM
End: Thursday, April 06, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Young, Patrick
Required Attendees: Ferguson, Gillum; Toner, Jana; Cox-Roush, Deborah

Young, Patrick

Subject: [b)(6)] Speechwriter) Interview sit down with Josh Venable

Location: phone call from Gillums office

Start: Thursday, April 06, 2017 3:30 PM

End: Thursday, April 06, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Young, Patrick

Required Attendees: Toner, Jana; Cox-Roush, Deborah; Ferguson, Gillum

Young, Patrick

Subject: Hold to talk to Kim Richey post Patrick talking to her

Location: WHL Office

Start: Tuesday, April 04, 2017 3:30 PM

End: Tuesday, April 04, 2017 4:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Young, Patrick

Required Attendees: Toner, Jana; Cox-Roush, Deborah

Botel, Jason

Subject: Jana covers cabinet affairs call for Jason
Location: DIN: / PC:
Start: Wednesday, April 05, 2017 12:55 PM
End: Wednesday, April 05, 2017 1:25 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Botel, Jason
Required Attendees: Toner, Jana

Botel, Jason

Subject: Jana covers cabinet affairs call for Jason

Location: DIN: / PC:

Start: Wednesday, April 05, 2017 12:55 PM

End: Wednesday, April 05, 2017 1:25 PM

Show Time As: Tentative

Recurrence: Daily

Recurrence Pattern: every day from 12:55 PM to 1:25 PM

Meeting Status: Not yet responded

Organizer: Botel, Jason

Required Attendees: Toner, Jana

Venable, Joshua

Subject: Executive Secretariat Briefing
Location: Secretary's Conference Room (OS Managed)

Start: Friday, April 14, 2017 3:00 PM
End: Friday, April 14, 2017 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Bailey, Nathan; Botel, Jason; Brickman, Michael; Buchesky, Stanley; Chamberlain, Michael; Cox-Roush, Deborah; Delahunty, Sarah; Eck, Kevin; Eitel, Robert; Ferguson, Gillum; Goad, Robert; Ham, Holly; Holden, Ronald; Hudson, Alexandra; Jones, Amy; Kossack, Andrew; Lee, Ebony; Manning, James; Oberlies, Michael; Reynolds, Cody; Riemer, Jeffrey (Justin); Ruddock, Neil; Shaheen, Patrick; Smith, Kathleen; Toner, Jana; Ventimiglia, Eric; Young, Patrick; St.Pierre, Tracey; Winters, Deborah; Naber, Dianne

Hi all,

Throughout the last several weeks, many of you have assisted in clearing documents through the ExecSec process. Thank you for your help in reviewing and editing these documents.

This meeting will provide a briefing on ExecSec and all of their processes.

Thanks,
Eric

Toner, Jana

Subject: Steve will call me

Start: Tuesday, April 04, 2017 10:00 AM
End: Tuesday, April 04, 2017 10:30 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject: Jim blew will call me

Start: Tuesday, April 04, 2017 3:00 PM
End: Tuesday, April 04, 2017 4:30 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Toner, Jana

Subject:

Call (b)(6)

Location:

(b)(6)

Start:

Wednesday, April 05, 2017 8:00 AM

End:

Wednesday, April 05, 2017 8:30 AM

Recurrence:

(none)

Meeting Status:

No response required

Organizer:

Toner, Jana

Toner, Jana

Subject: Cab Affairs Call

Start: Tuesday, April 04, 2017 12:55 PM
End: Tuesday, April 04, 2017 1:25 PM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

(b)(6)

Carter, Denise

Subject: Political Hiring Process
Location: 2nd Floor Conference Room 248-20

Start: Monday, April 10, 2017 1:30 PM
End: Monday, April 10, 2017 2:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Carter, Denise
Required Attendees: Botel, Jason; Luczak, Ronald; Toner, Jana; Cuffee-Graves, Cassandra; Barclay, Valarie; Senecal, Lisa; Ham, Holly

Carter, Denise

Subject: Political Hiring Process
Location: 2W 240-20 (Blue conf room)

Start: Thursday, April 06, 2017 10:00 AM
End: Thursday, April 06, 2017 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Carter, Denise
Required Attendees: Cuffee-Graves, Cassandra; Luczak, Ronald; Toner, Jana;
Botel, Jason

Pollard, Monique

Subject: Web T&A Supervisory Training
Location: Jana's Office

Start: Tuesday, April 11, 2017 2:30 PM
End: Tuesday, April 11, 2017 3:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Pollard, Monique
Required Attendees: Toner, Jana

Hi Jana,

Please let me know if you are available tomorrow at 2:30 pm for Web T&A Supervisory Training. I would like to show you how to move employees into your Web T&A queue as their supervisor and show you how to certify timesheets and approve leave.

Monique

Stevens, Sharon

Subject: GAO Exit Conference - Federal Government Efforts to Reduce the Use of Social Security Numbers 100830

Location: via teleconference (b)(6) (b)(6)

Start: Monday, April 10, 2017 11:00 AM

End: Monday, April 10, 2017 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Stevens, Sharon

Required Attendees: Lefevre, Kristen; Smith, Richard; Styles, Kathleen; Dawson, Dawn; Methfessel, Bucky; Rosenfelt, Phil; Surprenant, Kala; St.Pierre, Tracey; Toner, Jana; Ham, Holly; Koschny, Laura; Smith, Kathleen; Michael, Heidi; Petersen, Molly

Optional Attendees: Canty, Waquesha; Canada, June; Love, Mark; Appiah, Kwaku; Butler, Angela; Harrell, Jim; Buchesky, Stanley; Manning, James; Sheriff-Parker, Jennifer; Harris, Lisa L. (OCFO); Mould, Jim; Dorfman, Cynthia; PIO; Conaty, Joe; Johnston, Michael

Attachments: ED Notification letter_100830.pdf

GAO has requested an exit conference for their study, "Federal Government Efforts to Reduce the Use of Social Security Numbers (100830)." We will hold the meeting via teleconference on April 10 at 11:00 a.m. ET.

To participate:

Dial-in Number:

Participant Access Code:

(b)(6)

GAO will share a statement of facts soon. I am attaching the original notification letter for the study for reference.

Sharon Stevens

OS/Exec Sec
202-205-4386



U.S. GOVERNMENT ACCOUNTABILITY OFFICE

441 G St. N.W.
Washington, DC 20548

May 5, 2016

Ms. Deborah Winters
Deputy Director, Executive Secretariat
Office of the Secretary
Department of Education

Dear Ms. Winters:

This letter is to inform you of a new U.S. Government Accountability Office engagement on federal government efforts to reduce the use of Social Security Numbers — code 100830. The enclosure provides information on the engagement. If we determine it is necessary to visit locations other than those specified in the enclosure, we will advise you.

We would appreciate your notifying the appropriate officials of this work. The next step will be to set up an entrance conference. At that meeting, we will request that your agency identify a point of contact for this engagement.

Sincerely yours,

A handwritten signature in cursive script that reads "Barbara D. Bovbjerg".

Barbara D. Bovbjerg
Managing Director
Education, Workforce,
and Income Security Issues

Enclosure

Enclosure

Information on New Engagement

Engagement subject: Federal Government Efforts to Reduce the Use of Social Security Numbers

Engagement code: 100830

Source for the work: GAO is beginning this work in response to a request made by the Chair of the House Committee on Oversight and Government Reform and the Chair of the House Subcommittee on Social Security, Committee on Ways and Means.

Key questions:

- (1) To what extent have agencies developed and executed plans to eliminate the use and display of SSNs?
- (2) What government-wide initiatives have been undertaken to assist agencies in eliminating their unnecessary use of SSNs and what have been their results?
- (3) What remaining challenges have agencies identified to reducing the continued use of SSNs as personal identifiers?

Agencies and anticipated locations (HQ and field) to be notified:

At the Department of Education, we anticipate conducting work at the offices and with the persons responsible for the implementation of reducing the collection, use, and display of SSNs as a personal identifier.

Other departments/agencies to be contacted: This is a multi-agency effort and during the course of our work we plan to contact a number of other departments and agencies including the Departments of Agriculture, Commerce, Defense, Energy, Health and Human Services, Homeland Security, Housing and Urban Development, Interior, Justice, Labor, State, Transportation, Treasury, and Veterans Affairs; Agency for International Development, Environmental Protection Agency; General Services Administration; National Aeronautics and Space Administration; National Science Foundation; Nuclear Regulatory Commission; Office of Management and Budget; Office of Personnel Management; Small Business Administration; and Social Security Administration.

Estimated start date for the work: Immediately

Time frame for holding the entrance conference: Between May 30 and June 17

GAO Team performing the engagement: Information Technology

GAO contacts:

Gregory C. Wilshusen, Director, (202) 512-6244, wilshuseng@gao.gov
John de Ferrari, Assistant Director, (202) 512-6335, deferrarij@gao.gov
Marisol Cruz, Analyst-in-Charge, (202) 512-5017, cruzmgao@gao.gov

Stevens, Sharon

Subject: GAO Exit Conference - *Includes Statement of Facts* Federal Government Efforts to Reduce the Use of Social Security Numbers 100830

Location: via teleconference: (b)(6)

Start: Monday, April 10, 2017 11:00 AM

End: Monday, April 10, 2017 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Stevens, Sharon

Required Attendees: Lefevre, Kristen; Smith, Richard; Styles, Kathleen; Dawson, Dawn; Methfessel, Bucky; Rosenfelt, Phil; Surprenant, Kala; St.Pierre, Tracey; Toner, Jana; Ham, Holly; Koschny, Laura; Smith, Kathleen; Michael, Heidi; Petersen, Molly

Optional Attendees: Canty, Waquesha; Canada, June; Love, Mark; Appiah, Kwaku; Butler, Angela; Harrell, Jim; Buchesky, Stanley; Manning, James; Sheriff-Parker, Jennifer; Harris, Lisa L. (OCFO); Mould, Jim; Dorfman, Cynthia; PIO; Conaty, Joe; Johnston, Michael; Nekrasz, Jeffrey; Janney, Robert; Maranto, Joseph; Weaver-Dugan, Michele; Cummins, Keith; Wilson, Keith; Willoughby, Leslie; Commons, Daniel; Habash, Janice; Kane, John; Fillinich, Mike; Brooks, John; Hough, Jana; Tobler, Charles; Wicks, Kathleen; Hammond, Cynthia; Robison, Greg; Thompson, D'Mekka; Claiborne, Christopher; Ricotta, Catherine; Cline, Kelly

Attachments: ED Notification letter_100830.pdf; 100830 EDUCATION_SOF.DOC

GAO has forwarded their statement of facts:

[ED Notification letter_100830.pdf](#)

GAO has requested an exit conference for their study, "Federal Government Efforts to Reduce the Use of Social Security Numbers (100830)." We will hold the meeting via teleconference on April 10 at 11:00 a.m. ET.

To participate:

Dial-in Number:

(b)(6)

Participant Access Code:

(b)(6)

GAO will share a statement of facts soon. I am attaching the original notification letter for the study for reference.



Sharon Stevens
OS/Exec Sec
202-205-4386

GAO Engagement on Efforts to Reduce Agency SSN Use
Statement of Facts

1
2
3

(b)(5)

Toner, Jana

Subject: HH?

Start: Wednesday, April 12, 2017 12:00 AM
End: Thursday, April 13, 2017 12:00 AM

Recurrence: (none)

Meeting Status: No response required

Organizer: Toner, Jana

Venable, Joshua

Subject: Meet with Kimberly Richey
Location: COS Office

Start: Wednesday, April 12, 2017 4:00 PM
End: Wednesday, April 12, 2017 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Venable, Joshua
Required Attendees: Toner, Jana

Attachments: Richey, Kim.pdf

(b)(6)

Has previously spoken with/met with: Ebony, Jim Jana; WH knows of her, and supports

(b)(6)

KIMBERLY M. RICHEY

(b)(6)

WORK EXPERIENCE

Managing Director, Federal Advocacy
Senior Government Relations Counsel

Jan. 2016- Current

National School Boards Association (NSBA)

- Provide legal advice to state school board associations and school board members on the implementation of federal laws and regulations;
- Advise state school board associations on actions by state and federal legislation affecting educational agencies, school boards, teachers, administrators and students;
- Represent the interests of the National School Boards Association and local school boards in the legislative and executive branch, including advocating for the interests of local school boards before the federal government and among educational advocacy organizations;
- Analyze and draft legislation and regulatory language impacting all aspects of public education and inform NSBA's membership and Board of Directors of such actions;
- Work closely with state association staff to provide information and updates on all aspects of federal policy developing including pending legislation and federal regulations;
- Oversee and monitor implementation of the Every Student Succeeds Act (ESSA) and advise NSBA staff, Board of Directors, state school boards associations and local school board members on the legal requirements of ESSA, including implementation efforts of the U.S. Department of Education;
- Assist the General Counsel and the legal division in legal advocacy involving all issues affecting public schools, including active litigation, federal regulations, and state-level policy;
- Develop and oversee advocacy and grassroots development activities, including communications with members, state association staff and other stakeholders;
- Provide technical assistance presentations and continuing education to local school board members, state education agency staff, state-level education leaders, and advocacy organizations on developments in federal education law and regulations; and
- Serve as the deputy to the Chief Advocacy Officer in developing and implementing an advocacy strategy to engage and inform members of Congress, congressional staff, Administration officials, and federal agency staff.

General Counsel
Director, Legislative Affairs

July 2012-May 2015

Assistant General Counsel

Sept. 2011-July 2012

Oklahoma State Department of Education

Oklahoma State Board of Education

- Serve as the agency's chief legal advisor, providing legal advice and analysis of complex legal issues to the State Superintendent of Public Instruction, Department of Education staff and State Board of Education members, and representing the agency in all legal matters and proceedings;
- Identify potential legal issues and institute monitoring procedures and solutions to ensure continued legal compliance with state and federal law;
- Provide strategic advice to Department leadership to implement statewide education policy;
- Conduct research and provide legal analysis on all issues related to state and federal education law including school finance, assessments, implementation of statewide accountability systems, transportation, student data, special education, student's rights, employment law, teacher certification and evaluations, compliance with federal civil rights laws, purchasing and contract development;
- Oversee legal staff including attorneys, paralegals, and State Board of Education staff and ensure compliance with the state's open records act and open meetings act;
- Oversee all administrative hearings initiated by the agency to suspend or revoke certification;

- Oversee active litigation, including all filings and briefs, and representing Department employees in depositions;
- Serve as rules liaison for the agency, overseeing all rule-making activities of the Board, including developing the policies enforced by the formal rules (Duties include drafting all emergency and formal rules, drafting filings, and other promulgation activities);
- Serve as legislative liaison to the legislature, the Governor's office, and other state agencies, and articulate the Department's position on education issues and pending legislation;
- Draft statutory language and advise members of the legislature on policy development;
- Provide bill analysis and policy papers on all proposed legislation affecting education;
- Perform various government affairs functions, such as communicating with interest groups, building coalitions, and identifying and developing public policy initiatives;
- Advise federal and state elected officials on issues relating to education including representing the Department's and State Board of Education interest at all governmental levels.

General Counsel/Associate Director

Jan. 2010-Sept. 2011

Assistant General Counsel

June 2009-Jan. 2010

Oklahoma Council on Law Enforcement Education & Training

- Serve as the post-secondary educational agency's chief legal advisor and provide legal advice to the Director and the educational agency's governing board;
- Oversee agency attorneys and all legal functions of the academy, including providing legal instruction in the academy and conducting continuing education seminars, representing the educational agency in legal proceedings and in all administrative actions;
- Oversee management and agency-wide implementation of the open records act, the open meetings act and the administrative procedures law;
- Serve as the agency's rulemaking liaison and perform all permanent and emergency promulgation tasks as required by the Administrative Procedures Act, including authoring the agency's permanent rule changes;
- Serve as the agency's Equal Employment Opportunity Officer (EEO), Affirmative Action Coordinator and ADA Officer, ensuring compliance with federal civil rights laws and related policies, as applied to CLEET students and faculty;
- Oversee the Investigative Unit, Technical (IT), Records, and Private Security divisions of CLEET and assist in the management of all agency operations relating to budget, basic academy, continuing education, distance learning and special projects;
- Provide legal advice in all areas relating to students' rights and school law, including Disability Services, access and accommodation, ADA compliance, admissions procedures, discipline, student's rights, certification and testing, and post-secondary readiness;
- Represent the state in administrative hearings in which the agency is seeking to revoke licensure or certification;
- Write, develop and implement all policies and procedures relating to the administration of the academy and perform legal analysis of legal issues related to the administration of the academy;
- Serve as the agency's legislative liaison and perform all legislative duties including but not limited to drafting statutory language, advising members of the legislature on education issues, and providing information to members and staff, as necessary; and
- Testify on behalf of the Council at all legislative hearings and represent the Council's interest before the legislature; and
- Coordinate stakeholder outreach, community development activities on behalf of the agency.

Attorney/ Counselor to the Assistant Secretary

Sept. 2004-Jan. 2009

Schedule C-Political Appointee – President George W. Bush

U.S. Department of Education, Office for Civil Rights

Washington, D.C.

- Provide legal advice to the Assistant Secretary and senior officials in OCR, including conducting research and authoring legal memorandum;
- Perform evaluations of federal and state law, and OCR policy and regulations and conduct legal research necessary to implement policies in OCR's twelve regional offices;

- Prepare internal and external policy guidelines involving a wide range of civil rights issues including Title VI, Title IX, Section 504, Title II, the Age Discrimination in Employment Act, and FOIA;
- Process case appeals filed by complainants, including analyzing the original determinations and issuing appeal decisions as OCR's final administrative order;
- Oversee OCR initiatives and projects as prescribed by the Office of the Secretary;
- Coordinate with the Office of General Counsel in authoring regulations and making policy recommendations on pending regulations, such as the Boy Scouts of America Equal Access Act;
- Coordinate with the Office of Legislative Affairs and the White House to respond to congressional inquiries on regulatory matters and case dispositions;
- Attend congressional hearings and monitor legislative proposals that affected OCR regulations and policies;
- Coordinate with the Justice Department in cases referred for litigation;
- Perform management oversight and coordinate with the OCR's regional offices on behalf of the Assistant Secretary and other offices within the Department of Education;
- Coordinate and manage the re-writing of OCR's Case Processing Manual, which sets forth procedural guidelines for complaint resolution. This process included reviewing recommendations submitted by all twelve national offices, appointing a Committee to oversee the process, and drafting the final version of the Case Processing Manual. (Manual remained in use through January 2015);
- Respond to media inquiries regarding OCR investigations;
- Assist in the production and publication of OCR's Annual Report to Congress. (Includes authoring specific portions of the report, and coordinating publication and distribution.); and
- Provide inter-agency training relating on the federal regulation of educational and school law issues.

Acting Chief of Staff

March 2008-Sept. 2008

Schedule C-Political Appointee – President George W. Bush

U.S. Department of Education, Office of Legislation and Congressional Affairs

Washington, DC

- Oversee the coordination of Department communications with Congress;
- Assist in the planning, development, and implementation of Departmental legislative initiatives;
- Assist White House staff in responding to congressional inquiries relating to the Department;
- Provide information to committee staff on the implementation of No Child Left Behind;
- Oversee the monitoring of legislative proposals and legislation relating to education issues;
- Assist in hearing preparations; and
- Assist Department officials in responding to inquiries by members of Congress, education committee staff in both the House and Senate, and other public officials.

Republican Election-Day Attorney Deployment Program

RNC/RNLA

2006 – Tennessee Deployment (Sen. Corker)

2008 – Virginia (Presidential Candidate John McCain)

2016 – Virginia (President-Elect Donald Trump)

- Deployed to monitor activity at polling sites in battleground states/precincts;
- Ensure staff follows proper procedures and state laws relating to election procedure.

Research and Teaching Assistant

Aug. 2003-May 2004

University of Oklahoma College of Law

Norman, OK

- Assisted teaching students in the areas of constitutional law and first amendment;
- Researched cases and policy in fourteenth amendment jurisprudence, particularly in the areas of civil rights and equal protection, property rights, and individual liberty;
- Conducted research on the first amendment, focusing on election law, the establishment clause, and the free exercise of religion.
- Performed research in the areas of education law and school choice.

Law Clerk
U.S. Department of Justice, Office of Intergovernmental Affairs
Washington, DC

May-August 2003

- Conducted research on political and legal issues surrounding the passage of the Patriot Act;
- Researched legal principles related to the racial profiling guidelines issued by the Department of Justice;
- Assisted other Departments in the research of case law involving national security issues;
- Authored letters for the Attorney General to various law enforcement organizations;
- Coordinated with the Office of Legislation and Congressional Affairs to respond to members of Congress contacting DOJ on behalf of OIA constituents.

White House Liaison and Staff Assistant, Chairman's Office
National Committee
Washington, DC

Feb. 2000-Aug. 2001

- Served as Liaison to the White House Office of Political Affairs;
- Organized and attended meetings for the 72-Hour Task Force;
- Staffed and coordinated meetings for the White House and other elected officials;
- Authored emails, communications releases, and campaign reports to party members, party leaders, and members of Congress;
- Managed evaluative projects including The Advisory Board's report, Nominating Future President's, and the RNC's Review of Election 2000;
- Maintained correspondence and coordinated events with the International Democratic Union;
- Staffed the 2000 Republican National Convention and performed the following duties:
 - Managed the c.GOP promotion efforts; Assisted travel and accommodation requests for former Chairmen and managed credential distribution to campaign staff and special guests; Assisted convention staff in credentialing delegates.

Temporary Teacher
Putnam City Independent School District
Oklahoma City, OK

August 1999- Jan. 2000

- Taught students in 3rd-8th grade;
- Tutored students with special needs and children who needed additional assistance in reading
- Completed 16 hours towards a Master's Degree in Education (Curriculum and Instruction)

EDUCATION

University of Oklahoma College of Law
Norman, OK

Juris Doctorate, May 2004

- 2001 Board of Advocates First Year Moot Court Competition
 - 7th Place, Individual Oral Argument Competitor Award
(Award based on the overall performance of four oral argument rounds. The competition involved 140 individual competitors.)
- 2002 Pepperdine University National Moot Court Competition
 - First Place Petitioner's Brief- Winner of Brief Writing Competition
 - Oral Argument Quarter-Finalist
- 2003 National Trial Competition (NTC) Team
- 2004 National Moot Court Competition
- 2004 American Trial Lawyer's (ATLA) Trial Team
- Recipient of the Am-Jur Award
- Dean's Council
- Traffic Court Judge, University of Oklahoma
- Inn of Court and Order of the Barristers
- Specialized study in the area of constitutional law, federal anti-discrimination law, and school law.

Brasenose College

Oxford, England, Summer 2002

- Comparative study of the English legal system.

Southern Nazarene University, 1996-1999

Bethany, OK

B.A., Education (Concentration in English, Political Science)

- Graduated Magna Cum Laude
- President's Honor Roll (All Six Semesters)
- Alpha Lambda Delta Honor Society
- 3.84 GPA

BAR ADMISSIONS AND CERTIFICATIONS/VOLUNTEER ACTIVITIES

- District of Columbia Bar Licensure – D.C. Bar Association, Bar #80467
- Oklahoma Bar Licensure - Oklahoma Bar Association, Bar #20539
- Texas Board of Law Examiner's – Texas Bar License, #24095594
- Certified Teacher (Oklahoma), License #208822
- Oklahoma Bar Association, Law Related Education Committee, Member
- Former County Chairman, Pontotoc County GOP (2012-2016)
- Former State Committee, Oklahoma Republican Party (2012-2016)
- Alternate Delegate – 2012 Republican National Convention

Toner, Jana

Subject: Personnel Discussion
Location: Bob's Office

Start: Friday, April 07, 2017 3:30 PM
End: Friday, April 07, 2017 3:45 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Carter, Denise; Eitel, Robert

Toner, Jana

Subject: Personnel Discussion
Location: Bob's Office

Start: Monday, April 10, 2017 1:00 PM
End: Monday, April 10, 2017 1:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Carter, Denise; Eitel, Robert

Toner, Jana

Subject: Call (b)(6)
Location: Sure. My cell is (b)(6)
Start: Friday, April 07, 2017 2:30 PM
End: Friday, April 07, 2017 3:00 PM
Recurrence: (none)
Meeting Status: No response required
Organizer: Toner, Jana

Venable, Joshua

Subject: Phone interview Heather Whitaker
Location: Josh will call: (b)(6)
Start: Thursday, April 13, 2017 4:30 PM
End: Thursday, April 13, 2017 5:00 PM
Recurrence: (none)
Meeting Status: Accepted
Organizer: Venable, Joshua
Required Attendees: Toner, Jana
Attachments: Whitaker, Heather Resume.pdf

Heather A. Whitaker

(b)(6)

Philosophy

ADMINISTRATOR

I am a dedicated educational professional with over 16 years of experience in both teaching and administration. I believe that all students should have the chance to learn and be challenged in a positive safe learning environment that empowers students to be engaged in the development of their own education.

Educational Background

Indiana Educational Administrator License: October 2020/Indiana State Teaching License: 1527914 ALL GRADE (K-12)

2013-2016	Indiana State University Professional Development Courses	Terre Haute, IN
2004- July 2009	Ball State University MAE in Educational Administration Program	Muncie, IN
2002	IUPUI Health and Wellness - Dr. Lisa Anglemeier	Indianapolis, IN
1984-1989	Indiana State University Bachelor of Science – Major: Physical Education K-12	Terre Haute, IN
1981-1984	Terre Haute North Vigo High School	Terre Haute, IN

Teaching and other Experience

2011-Present **PRINCIPAL**
Mt. Comfort Elementary School (Contact: Dr. Shane Robbins, Supt.) Greenfield, IN

- Provide leadership and administration which motivates and supports over 600 students and 83 staff in a K-5 environment.
- Safety and security of school, students & staff
- Evaluate data to assist in making school-wide instructional decisions.
- Hiring and evaluating all staff members
 - Certified staff
 - Non-Certified Staff (para professionals, Media center, nurse)
 - Custodians
 - Cafeteria & Office staff
- Developed after-school tutoring program to teach struggling students.
- Developed program to work with students and increase interest in higher learning. (Blended learning, 1:1 technology curriculum development)
- Improved student's analytical skills by introducing state-of-the-art computer program technologies.
- Modified the general education curriculum for special-needs students based upon a variety of instructional techniques and technologies. Including developing individual sensory plans for students.
- Introduced and implemented the Ross Greene method Plan B to involve the student and parents in developing a plan for struggling students both special education and general education.
- Fostered meaningful relationships among students through student PBIS programs using team-work and community support.
- Developed and implemented PLC's (public learning community) for staff weekly.
- Grant writing
- Scheduling
- Assessments (State testing, common assessments)
- Discipline of students and employees
- K-5 Curriculum
- School Improvement plans
- Managing budget

2015-Present	MENTOR Indiana Principal Leadership Institute (IPLI) –Mentor (Contact: Linda Marrs-Morford)	Indiana
	<ul style="list-style-type: none"> • Oversee and mentor 5 Indiana principals as part of the IPLI • Led regional meetings, visits and communication. • Facilitated instruction on Action Research projects for each principal and their staff. 	
2009-2011	ASSISTANT PRINCIPAL Mt. Vernon Intermediate School (contact: Scott Shipley) Mt. Vernon Middle School (contact: John Price)	Fortville, IN
2008-2009	ASSISTANT PRINCIPAL Mt. Vernon Intermediate School (contact: Scott Shipley)	Fortville, IN
2003-Spg. 2008	TEACHER Mt. Vernon Intermediate School (Physical Education)	Fortville, IN
2007- 2009	Mt. Vernon Intermediate School <ul style="list-style-type: none"> ▪ Fine Arts Team Chair ▪ School Improvement Committee ▪ Crisis Team (2004-2009) ▪ NWEA Committee 	Fortville, IN
2001-2003	Mt. Vernon Elementary School (Fortville Elementary) Teaching Assistant	Fortville, IN
1989	Student Teaching Lost Creek Elementary- Terre Haute, IN	Terre Haute, IN

Additional Employment History

1989- 2001	USA Gymnastics <ul style="list-style-type: none"> ▪ Event Logistic Manager, USA Gymnastics ▪ Hall of Fame Director, Assistant to the Senior Vice President, ▪ Women's Program Assistant, Sanction Coordinator Contact: Steve Penny, Kathy Kelly 	Indianapolis, IN
1989-1991	Gymnastics & Cheerleading Instructor -Carmel Academy	
1986-1988	Head Gymnastics Coach -Terre Haute North Vigo Sectional Champions 1986, 1987 Produce two state finalists/Produce one state champion	Terre Haute, IN
1984-1986	Gymnastics Instructor- Indiana State University	Terre Haute, IN
1982-1989	Gymnastics/Cheerleading Instructor- DAT School of Gymnastics	Terre Haute, IN

List of Events with Leadership Roles

2011-present	District School Improvement Committee	
2010-2012	Developed and help coordinate the Mt. Vernon Education Foundation 5K race/1 mile family run	
2008	MVCSC Wellness Committee Member (crucial role in writing Wellness policy)	
2007-2009	MVCSC Geist Half Marathon Corporation Coordinator	
2004	Olympic Team Trials- Event Coordinator	Anaheim, CA
2002	World Basketball Championships-Volunteer Coordinator	Indianapolis, IN
2001	World Police and Fire Games (Organizing Committee)	Indianapolis, IN
2000	Summer Olympic Games (Travel, Event ticket Manger)	Sydney, AUS
1996	Director of Events for "Jaycie Phelps" Hometown Homecoming Event	Greenfield, IN
1996	Summer Olympic Games (Women's Team Logistic Coordinator)	Atlanta, GA
1995	World Gymnastics Championships (Women's Team Logistic Coordinator)	San Juan, Puerto Rico
1994	World Team Championships (Women's Team Logistic Coordinator)	Dortmund, GER
1994	Goodwill Games (Women's Team Logistic Coordinator)	Petersburg, RUS
1993	World Championships (Women's Team Logistic Coordinator.)	Paris, FRA
1992	Summer Olympic Games (Women's Team Logistic Coordinator)	Barcelona, ESP
1991	World Team Trials (Black Tie affair)	Indianapolis, IN
1991	World Gymnastics Championships (volunteers Coordinator. & Awards Coordinator)	Indianapolis, IN

Over 1000 other Domestic and International Events

ED-17-0091-V-000501

Additional Experience & Educational Committees

- Indiana Principal Leadership Institute Mentor 2015- 2017 (contact: Linda Marrs-Morford)
- Published Blog for IPLI Jan. 2017
- Indiana Principal Leadership Institute Cohort 1 2013-2014
- Rti (Response to Intervention) Coordinator
- Curriculum Building Committee (Math)
- Behavior Management Training team (PBIS, Ross Greene, ALSUP, Lori Desautels, brain compatibility for trauma students)
- Collaboratively developed the E-learning platform on Google Classroom for MVCSC Elementary schools.
- Collaborative Classes
- Elementary & Middle/HS Scheduling
- Skyward student management proficient
- RISE Trained
- Indiana Safety Specialist- 2009-present
- Mt. Vernon Athletic task force committee 2005

Technology Skills

- IBM & Mac
- Google drive, Google Classroom, etc...
- Edmentum- (Study Island, Reading Eggs, Reading Express)
- Word, Excel, PowerPoint, Access & Outlook
- Trouble shooting
- Very Quick Study on any computer system

Certifications & Memberships

- CPR/First Aid Certified
- CPI Certified (Crisis Prevention Institute)
- RISE Certified (teacher evaluation)
- School Safety Specialist Certified
- Bully & Cyber-Bullying Prevention Certified
- Indiana State Police Threat Assessment training
- ASCD Member (Association for Supervision and Curriculum Development)
- IASP- (Indiana Association of School Principals)
- IPLI- Cohort #1 Graduate
-

Honors & Activities

- Nominated for District "Elementary Principal of the year" 2015
- Recipient of multiple MVEF Grants, Project Wisdom, Smekens training, mClass technology grants, One School, One Book program
- Facilitator of National Middle School Association Conference

College

- Member of the ISU Gymnastics Team 1984 – 1987 (team dropped in 87') Competed All-Around
- Member of the Sycamore Showcase Dancers 1986- 1989 (Performing Dance Team)
- Danced for Disney Productions in the 1987 Pan American Games Opening Ceremonies in Indianapolis, IN
- Various Collegiate Scholarships
- Volunteer for Special Olympic Events

High School

- National Honor Society
- Gold Medal Recipient in Gymnastics (83' & 84')
- 4 Year Varsity Gymnastics Team Member- with many awards
- 3 Year Varsity Cheerleader
- Track Team Member

Toner, Jana

Subject: Office Space
Location: Jana's office 7c105

Start: Tuesday, April 11, 2017 10:00 AM
End: Tuesday, April 11, 2017 10:30 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Toner, Jana
Required Attendees: Dedert, Mitchell; Ventimiglia, Eric